DOCUMENT RESUME

ED 439 706 IR 057 797

AUTHOR	Vastine, Jim
TITLE	Library and Information Skills Workbook.
PUB DATE	2000-00-00
NOTE	102p.
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Academic Libraries; Assignments; Dewey Decimal Classification; Electronic Libraries; Higher Education; *Information Skills; *Library Instruction; Library of Congress Classification; Library Services; Online Catalogs; Reference Materials; Search Strategies; Workbooks; World Wide Web
IDENTIFIERS	Superintendent of Documents Classification; University of South Florida

ABSTRACT

This workbook for a library and information skills course at the University of South Florida (USF), Tampa campus, contains the following sections: (1) syllabus; (2) tentative course outline; (3) statement of the course goal, general objectives, and objectives related to LC (Library of Congress) classification and the online catalog, dictionaries and encyclopedias, indexes and abstracts, bibliographies and other reference books, U.S. government publications, evaluation of sources, and search strategy; (4) library directory and map; (5) final project guidelines; (6) a self-guided tour of the library; (7) Dewey Decimal and LC classification systems comparison; (8) outline of the LC classification system; (9) sample LC subject headings; (10) handouts on using LUIS (Library User Information System) and WebLUIS, the USF online catalog; (11) a list of subject specialized encyclopedias; (12) a list of World Wide Web sites; (13) an outline of Superintendent of Documents classification; (14) a selected list of other reference sources; (15) Tampa campus library circulation services and policies; (16) a database search worksheet; (17) glossary of terms; and (18) a list of virtual library databases. Related assignments are included throughout. (MES)

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UNIVERSITY OF SOUTH FLORIDA
TAMPA CAMPUS

LIS 2001 - Section 001

Library and Information Skills

WORKBOOK

Spring, 2000

Jim Vastine, Instructor

IR057797

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LIS 2001 - Spring, 2000

Section 001, Reference #11926
Monday and Wednesdays, 9:30am -10:45am in CIS 2020

Instructor: Jim Vastine — Phone: 974-4040
Office: LIB 312F — E-Mail: jvastine@lib.usf.edu
Office Hours: Mondays 3:00-5:00pm, Friday Afternoons, or by appointment
Class Website: http://www.lib.usf.edu/~jvastine/lis2001/lis2001.htm

Required Workbook: is available at Pro-copy, near Publix at 56th and Fowler.

Recommended Reading: Books available at the Reserve Desk. Request by Title.

Bolner, Myrtle S., Doris B. Dantin and Ruth C. Murray. *Library Research Skills Handbook*. Iowa: Kendall/Hunt Publishing Company, 1991.

Gates, Jean Key. *Guide to the Use of Libraries and Information Sources*. 7th ed. New York: McGraw-Hill, 1994.

COURSE REQUIREMENTS

Grades will be given according to the following scale:
A Superior performance 90-100%
B Excellent performance 80-89%
C Average performance 70-79%
D Below average performance 60-69%
F Failing performance Below 60%

ASSIGNMENTS: 45% of course average

Assignments have been designed to provide students with practice using the sources available for research. All assignments must be completed and submitted for grading in accordance with due dates given on the course outline. Grades will be reduced 10% each week on assignments turned in after the due date. Assignments turned in more than 2 weeks past due may not be graded. Some class time has been scheduled to provide a "LAB" environment for work on assignments. Assignments are considered to be learning tools, therefore students are encouraged to redo parts of assignments done incorrectly the first time. Assignments can be turned in a second time for regrading and adjustment of grade. If difficulties or problems arise, please schedule an appointment with the instructor.

QUIZ: 10% of course average

A Quiz will cover materials from the lectures, assignments, and class handouts. If, for unusual circumstances, you know that you will be unable to be present for the quiz, please make arrangements with your instructor IN ADVANCE of the date. See Syllabus for date.

FINAL PROJECT: 30% of course average
The final project is a literature review/bibliography that provides practical experience for completion of academic research. A separate sheet describes the requirements for this project and discusses the due date for topic approval and the due date for submission of the completed project.

FINAL EXAMINATION: 10% of course average
The cumulative final will cover material from the handouts, lectures, and assignments.

ATTENDANCE: 5% of course average
If absent 0-3 = 5%, 4 = 4%, 5 = 3%, 6 = 2%, 7 = 1%, 8+ = 0%

OTHER: S/U option grading contracts must be submitted prior to March 10. An incomplete grade (I grade) will be assigned only for emergencies when a small amount of work is not completed, and only if the student is otherwise earning a passing grade.

Academic Dishonesty: Any form of cheating or plagiarism on assigned papers or examiniations constitutes unacceptable deceit and dishonesty. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with University rules. See pages 43-44 in the 1999/2000 Undergraduate Catalog or on the USF web page at http://www.ugs.usf.edu/catalogs/9900/ADADAP.HTM . The following is an excerpt:

Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism, also, consists of passing off as one's own segments or the total of another person's work.

Cheating is defined as follows: (a) the unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test; (b) asking another person to take an examination in his/her place; (c) taking an examination for or in place of another student; (d) stealing visual concepts, such as drawings, sketches, diagrams,
musical programs and scores, graphs, maps, etc., and presenting them as one's own; (e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, etc. (f) Stealing or copying of computer programs and presenting them as one's own.

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LIS 2001 - Section 001
Spring Semester, 2000
TENTATIVE COURSE OUTLINE

DATE ROOM	CLASS TOPIC	READINGS	ASSIGNMENT	ASSIGNMENT DUE
Mon, Jan 10 2020	Intro to LIS 2001			
Wed, Jan 12 2020	Final Project Overview, Topic Selection/ Search Strategy	Bolner 302-303; Workbook 90, 93	Decide a topic for Final Project	
Mon, Jan 17 2020	MKL Holiday	No Class		
Wed, Jan 19 2020	Library Tour, Classification & Subject Headings	Gates, 37-64, Bolner, 306-308; 117-121,Workbook 20-31	Library Tour Classification & Subject Headings	
Mon, Jan 24 2020	Evaluation of Sources			
Wed, Jan 26 2020	Basic WebLUIS	Gates, 55-71 Workbook 32-45	Basic WebLUIS	**Final Project Topic Approval;** Library Tour
Mon, Jan 31 2020	Advanced WebLUIS		Advanced WebLUIS	Classification & Subject Headings
Wed, Feb 2 Ref	WebLUIS LAB		WebLUIS	
Mon, Feb 7 2020	Dictionaries and Encyclopedias	Gates, 81-95 Bolner, 149-154	Dictionaries and Encyclopedias	Basic and Advanced WebLUIS
Wed, Feb 9 Ref	Dict & Ency LAB		Dict & Ency	
Mon, Feb 14 2020	WebLUIS Databases (for Periodical Articles)		WebLUIS Databases	Dictionaries & Encyclopedies
Wed, Feb 16 Ref	WebLUIS Databases LAB		WebLUIS Databases	
Mon, Feb 21 2020	USF Virtual Library (More Databases)	Workbook 89	Virtual Library Databases	WebLUIS Databases
Wed, Feb 23 Ref	Virtual Library LAB		Virtual Library DBs	
Mon, Feb 28 2020	QUIZ Review, Newspaper DBs		Newspaper Databases	Virtual Library Databases
Wed, Mar 1 LIB209 in library	**QUIZ** Newspap. DBs LAB		Newspaper Databases	
Mon, Mar 6 2020	Internet	Workbook, 69	Internet	Newspaper DBs
Wed, Mar 8 Ref	Internet LAB		Internet	
Fri, Mar 10	Last day to drop	without academic	penalty	

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Mon, Mar 13 (Beach)	Spring Break	No Class		
Wed, Mar 15 (Beach)	Spring Break	No Class		
Mon, Mar 20 2020	Printed Indexes	Gates, 96-117 Bolner, 204-243	Printed Indexes	Internet
Wed, Mar 22 Ref	Printed Indexes LAB		Printed Indexes	
Mon, Mar 27 2020	Formal Evaluation (book reviews, biography)	Bolner, 188-203, 226-229 Gates, 108-117	Formal Evaluation	Printed Indexes
Wed, Mar 29 Ref	Evaluation (LAB)		Formal Evaluation	
Mon, Apr 3 2020	U.S. Government Publications	Bolner, 262-282 Gates, 148-155	Government Publications	Formal Evaluation
Wed, Apr 5 Docs	Govt Pubs LAB		Gov't Publications	
Mon, Apr 10 2020	Indexes to Colls, Final Project Review	Bolner, 229-232 Gates, 118-128	Indexes to Collections	Governement Publications
Wed, Apr 12 Ref	Ind to Collections LAB		Indexes to Collections	
Mon, Apr 17 2020	Other Reference Sources	Bolner, 154-176 Gates, 118-128	Other Reference Sources	Indexes to Collections
Wed, Apr 19 Ref	Other Ref LAB		Other Ref Sources	
Mon, Apr 24 618C in library	Library Media Ctr & LMC Lab		Library Media Center	Other Reference Sources
Wed, Apr 26 2020	Review for Final Course Evaluation			**Final Project** Library Media Ctr
Wed, May 3 209 in Library	**FINAL EXAM**	**1030-12:30**		
Sat, May 6	Commencement			

OVERALL GOAL

A STUDENT, BY THE TIME HE/SHE COMPLETES LIS 2001, WILL BE ABLE TO COMPLETE AN EFFICIENT AND EFFECTIVE SEARCH STRATEGY USING STANDARD REFERENCE SOURCES AND LIBRARY PERSONNEL TO IDENTIFY AND FIND APPROPRIATE MATERIALS TO MEET AN INFORMATIONAL NEED.

GENERAL OBJECTIVES

The LIS 2001 student will be able to:

1. Locate appropriate departments and service desks in the Tampa Campus Library as needed.

2. Recognize the library staff, particularly the reference staff, as a source of information and be comfortable seeking assistance from them as needed.

3. Recall library resources available; to include:
   a. Collections within the library, such as Reference, U.S. Documents, Library Media Center (LMC), Special Collections, microforms, etc.

   b. Existence of the USF Regional Campus Libraries and the use of the Regional Exchange Center (REC) to obtain materials from the regional campus libraries; Other State University System (SUS) libraries; other academic and public libraries in the Tampa Bay area.

4. Make effective use of the library resources available; to include:
   a. Holdings records, such as the online catalog

   b. Types of reference sources basic to all subject fields, such as encyclopedias, dictionaries, periodical indexes and abstracts in print and in electronic format, bibliographies, U. S. Government documents, and biographical sources.

5. Identify and evaluate materials in a given subject field, and select the most appropriate sources to include in a term paper and/or bibliography on a topic.

6. Select and use an appropriate style manual to compile a bibliography

INTRODUCTION TO THE LIBRARY

1. The student will be able to correctly identify, by floor, the location of all library departments (such as reference), all service desks (such as the circulation desk), and books and periodicals according to Library of Congress Classification system, and other systems as used in the LMC and U.S. Government Documents.

2. The student will identify one or more librarians by sight and locate their office(s).

3. Given an assignment to tour the Tampa Campus Library, the student will write answers to questions about resources and services located within the library.

LC CLASSIFICATION AND ONLINE CATALOG

At the completion of this unit, the LIS 2001 student will have a basic understanding of the Library of Congress Classification system and be familiar with the use of LUIS/WebLUIS, the online catalog.

1. The student will be able to define the term "call number" and identify and use them to locate materials in the Tampa Campus Library.

2. Given a series of call numbers, the student will be able to arrange them in order as they would be found on the shelf.

3. Using LUIS/WebLUIS, the online catalog, the student will be able to supply commands to move forward and backwards within guide and index screens, and move back and forth between guide, index and bibliographic records screens.

4. Given authors, titles, subjects, and/or keywords of books, and/or titles of periodicals, the student will be able to enter the proper commands into LUIS/WebLUIS to identify books and titles of periodicals.

5. Given a topic, the student will be able to use multiple keywords and boolean operators ("or", "and", "but not") to identify books on the topic.

6. The student will be able to determine the location of a given book or periodical title at any USF or State University System (SUS) library, and determine if the book is checked out, and if so, when it is due to be returned.

7. Given a bibliographic record for a book from LUIS/WebLUIS, the student will be able to correctly identify and explain the various elements of a citation (author(s), title, place of publication, publisher, date of publication).

8. The student will be able to use the LC publication *Subject Headings* to determine correct subject headings with "used for" (UF) terms, narrow a topic with "narrower term" (NT), and expand a topic with "broader term" (BT) and/or "related terms" (RT).

9. Using the online catalog, the student will be able to use subject subdivisions to identify books on a subject...
   a. ...covering a given time period, such as the 19th century
   b. ...covering a given geographic region, such as Florida
   c. ...in a particular form of publications, such as dictionaries or bibliographies.

10. Given a periodical title, the student will be able to determine if a particular volume is available in the Tampa Campus Library, and determine if it is a current issue, bound backfile, or in microform format.

11. Given a call number for a book, the student will be able to find that book on the shelf of the Tampa Campus Library.

DICTIONARIES AND ENCYCLOPEDIAS

At the completion of this unit, the student will be able to identify, locate, and use general and specialized dictionaries and encyclopedias in print or electronic format.

1. Given a topic, the student will be able to identify, locate and use general and specialized encyclopedias, in print and/or electronic format and *CQ Researcher* in order to obtain background information on that topic.

2. The student will be able to locate an encyclopedia article bibliography on a specific topic, write one citation from the bibliography, and correctly identify if that cited item is available at the Tampa Campus Library.

3. Given a subject, the student will be able to identify one dictionary on that subject using the online catalog, locate the dictionary, and write one word and definition from it.

INDEXES AND ABSTRACTS

At the completion of this unit, the LIS 2001 student will be able to select, find, and use indexes and abstracts in print and in electronic format.

1. Using *Ulrich's International Periodicals Directory*, the student will be able to identify periodical titles in a given subject discipline (such as Psychology), and list where those periodical titles are indexed.

2. Based on readings, class discussions, introductory explanations, and individual use, the student will be able to describe, in detail, the format, arrangement and use of specific indexes and/or abstracts, in print and in electronic format, to identify periodical articles for a specific topic.

3. Given a specific topic, the student will be able to select an appropriate index or abstract, in print and/or in electronic format, and use the index to identify and locate one or more articles in periodicals and/or newspapers, and compile a bibliography of those articles.

4. Given a specific topic, the student will describe, in detail and in sequence, the steps involved in finding periodical articles (all steps from entering the library to reading the article will be described).

5. Given a specific periodical citation, and using an appropriate "citation index" the student will be able to identify and list other articles citing the given article.

6. The student will be able to identify appropriate indexes to anthologies, then locate and use them to identify a source of poems, speeches, or essays.

BIBLIOGRAPHIES AND OTHER REFERENCE BOOKS

At the completion of this unit, the student will be able to select, find, and use bibliographies and other reference sources, such as

almanacs and yearbooks
handbooks and manuals
atlases, gazetteers and guidebooks
directories
quotations

1. Using *Guide to Reference Books*, the student will be able to list titles and call numbers for various types of reference sources available in a given subject discipline (such as education).

2. Using *Bibliographic Index*, the student will be able to identify and list one or more bibliographies on a given subject published in books and/or periodicals.

3. The student will be able to select and locate an appropriate "explicator" to identify sources of literary criticism on a given novel, short story, poem, or play.

4. Given a topic, the student will be able to identify and use one or more almanacs, yearbooks, handbooks, manuals, atlases, gazetteers, guidebooks, directories, or quotation books to find information appropriate to that topic.

If you want to feel secure,
do what you already know how to do.

If you want to be a true professional
and continue to grow...
Go to the cutting edge of your competence,
which means a temporary loss of security.

So whenever you don't quite know what you are doing,
you are growing".

-Madeline Hunter

U. S. GOVERNMENT PUBLICATIONS

At the completion of this unit, the LIS 2001 student will be able to identify U. S. Government publications using the online catalog and/or the *Monthly Catalog of U.S. Government Publications* in print and/or in electronic format, to find specific information using a variety of government publications shelved by Superintendent of Documents Classification system (SUDOCS) in the Government Documents Department, or electronically in databases.

1. The student will be able to recognize "Superintendent of Documents Classification call numbers (SUDOCS) and use them to find publications on the shelves of the Documents Department in the Tampa Campus Library.

2. Given a specific topic, the student will be able to use the *Monthly Catalog of U. S. Government Publications*, in print and/or in electronic format, or use the USF database in WebLUIS limiting by location, to identify government publications and write the title, issuing agency, and SUDOCS number for each.

3. Given a question asking for statistical information, the student will be able to select and use the *Statistical Abstract of the United States* and/or other statistical sources in print and/or electronic format to find information.

4. Using *Statistical Universe*, or other government source, the student will be able to identify a government publication containing statistics on a given topic, write the title and SUDOCS number for that publication, and then locate the publication electronically, in print, or on microfiche.

5. Using *Congressional Universe* the student will be able to identify a congressional hearing on a given subject, write the title and SUDOCS number for that hearing, and then locate the hearing electronically, on the shelf, or on microfiche.

EVALUATION OF SOURCES

At the completion of this unit, the LIS 2001 student will be able to locate biographical information and book reviews to evaluate information found in books and periodicals.

1. Given a personal name, and using *Biography and Genealogy Master Index* as a selection guide, the student will be able to identify and find information on that person in biographical dictionaries.

2. Given a name, the student will be able to select and use *Biography Index* to identify dates, profession, nationality, and sources of biographical information on that person.

3. Given an author and/or title of a book, and using *Book Review Digest, Book Review Index* and/or other book review sources, the student will be able to identify one review of that book in a periodical or newspaper.

4. Using indexes to periodical articles, selective bibliographies, citation indexes or *Ulrich's International Periodicals Directory* the student will be able to evaluate information.

SEARCH STRATEGY

At the completion of this unit, the LIS 2001 student will be able to describe, plan, and complete an efficient and effective search strategy culminating in a bibliography prepared according to the format used in an approved style manual.

1. After choosing a suitable topic, the student will be able to select and use reference and information sources to identify
   - background information in an appropriate encyclopedia
   - books, using bibliographies and/or the online catalog
   - periodical articles, using bibliographies, indexes, and/or abstracts in print and/or electronic format
   - newspaper articles, if appropriate, using print and/or electronic newspaper indexes
   - information from specialized reference sources, such as yearbooks, or handbooks
   - U.S. Government publications, if appropriate
   - statistical information, if appropriate

2. Using book review sources, selective bibliographies, biographical sources and/or other methods, the student will be able to evaluate the content of books and periodical articles.

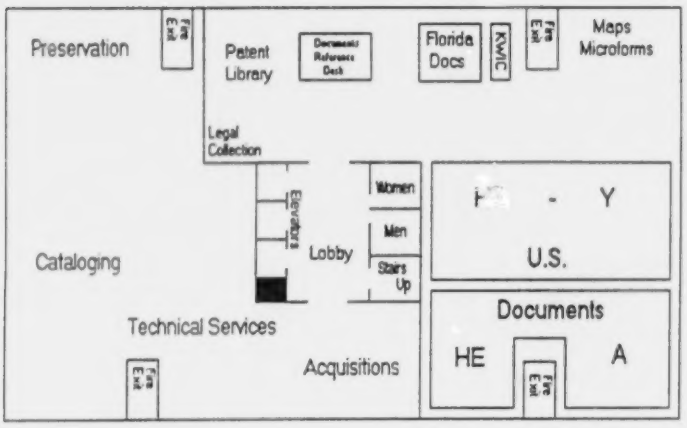
3. Using bibliographic citations found in reference sources, the student will be able to compile a bibliography arranged according to the format of an approved style manual

LEARNING IS NOT A SPECTATOR SPORT

Students must talk about what they are learning, write about it, relate it to past Experiences, apply it to their daily lives. They must make what they learn part of themselves.

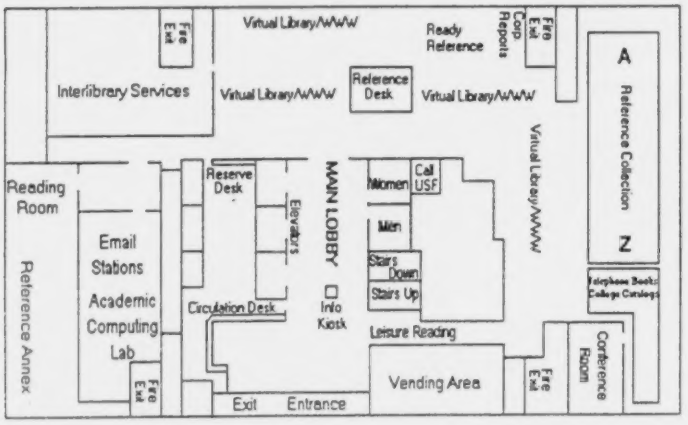
--Chickering and Gamson, 1987

University of South Florida
Tampa Campus Library
Directory and Map



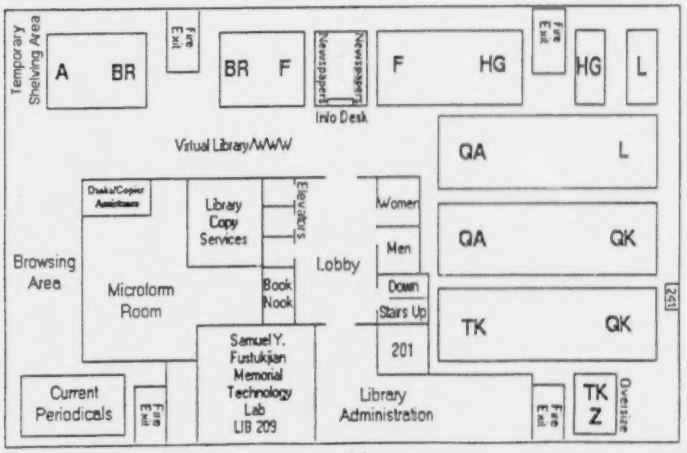
Basement

- US/FL Documents
- Patent Library
- Legal Collection
- Technical Services



1st Floor

- Circulation Desk
- Reference
- Virtual Library/WWW
- Reserve
- Academic Computing Lab
- Interlibrary Services
- Call USF/Online Search



2nd Floor

- Periodicals & Microforms
- Library Administration
- Danka/Copier Assistance
- Typewriters - 241
- Library Copy Services
- Newspapers
- Book Nook
- Samuel Y. Fustukjian Memorial Tech. Lab - LIB 209

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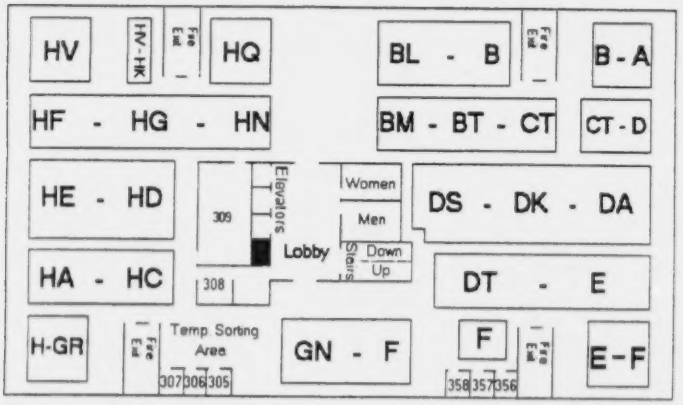
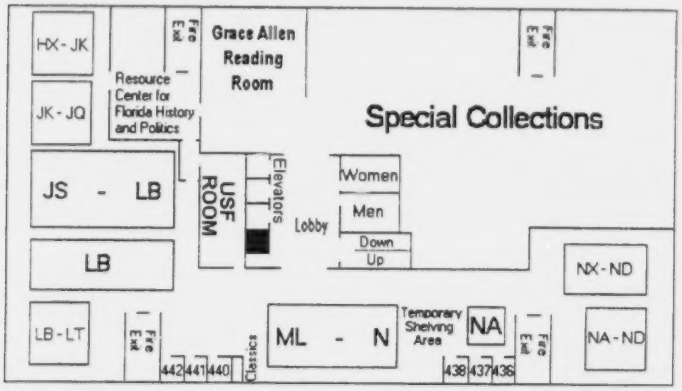


3rd Floor

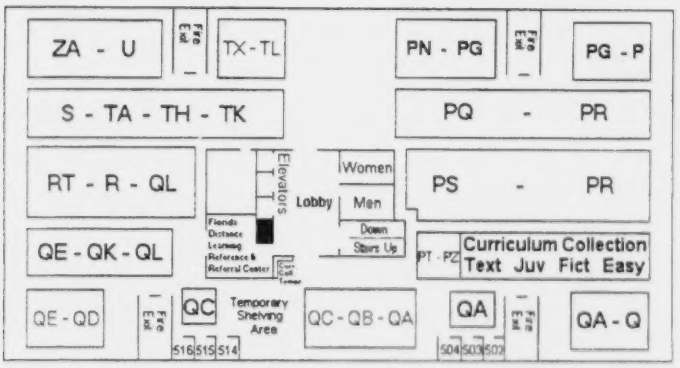
A - HV



4th Floor

HX - NX

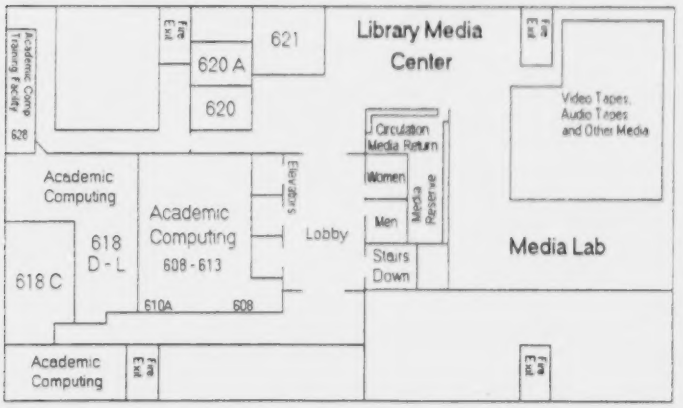
- Special Collections
- USF Room
- Classics Collection
- Grace Allen Reading Room
- Resource Ctr. for FL History & Politics



5th Floor

P - Z

- Curriculum Collection
- Curriculum Collection Temp. Shelves
- FL Distance Learning Reference & Referral Center



6th Floor

- Library media Center
- Classroom 618C
- Academic Computing

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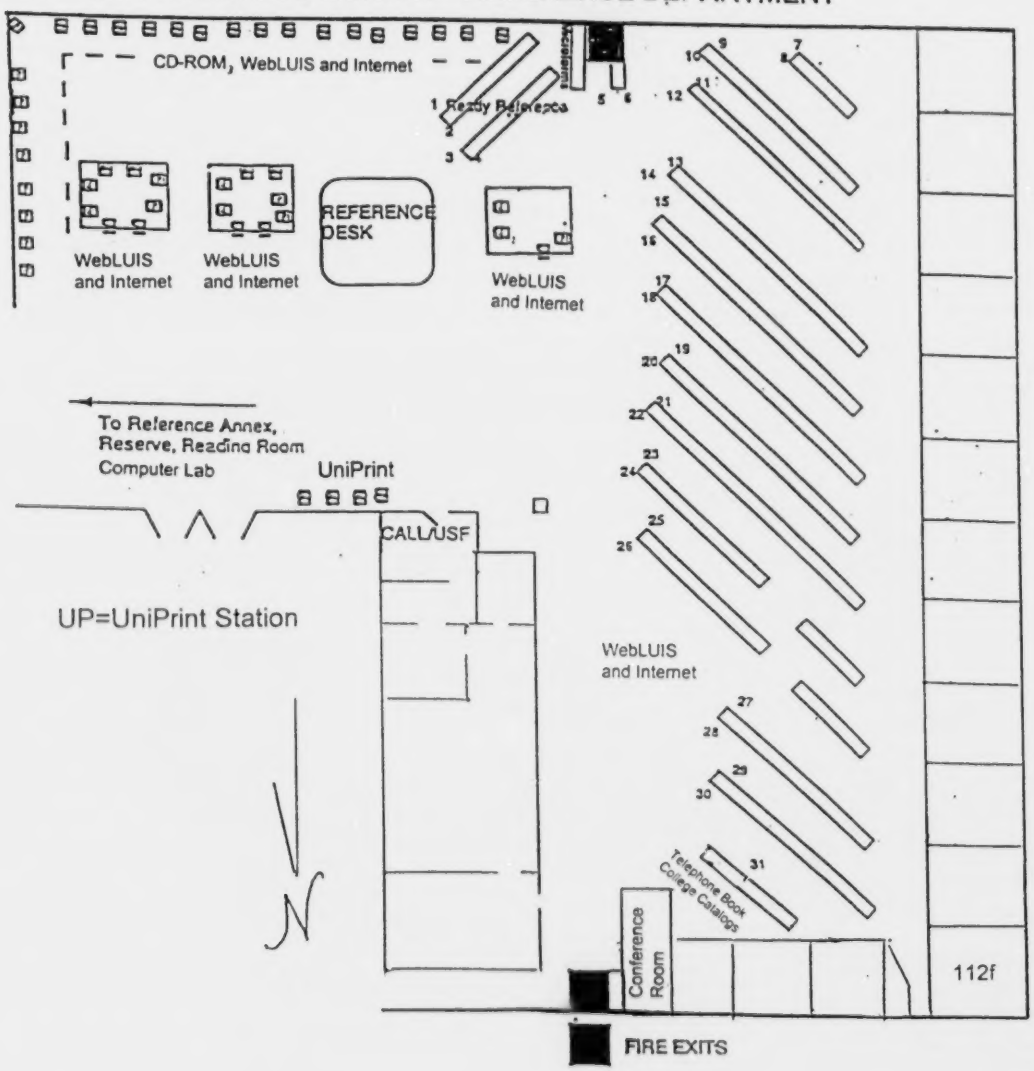
USF - TAMPA CAMPUS LIBRARY - REFERENCE DEPARTMENT



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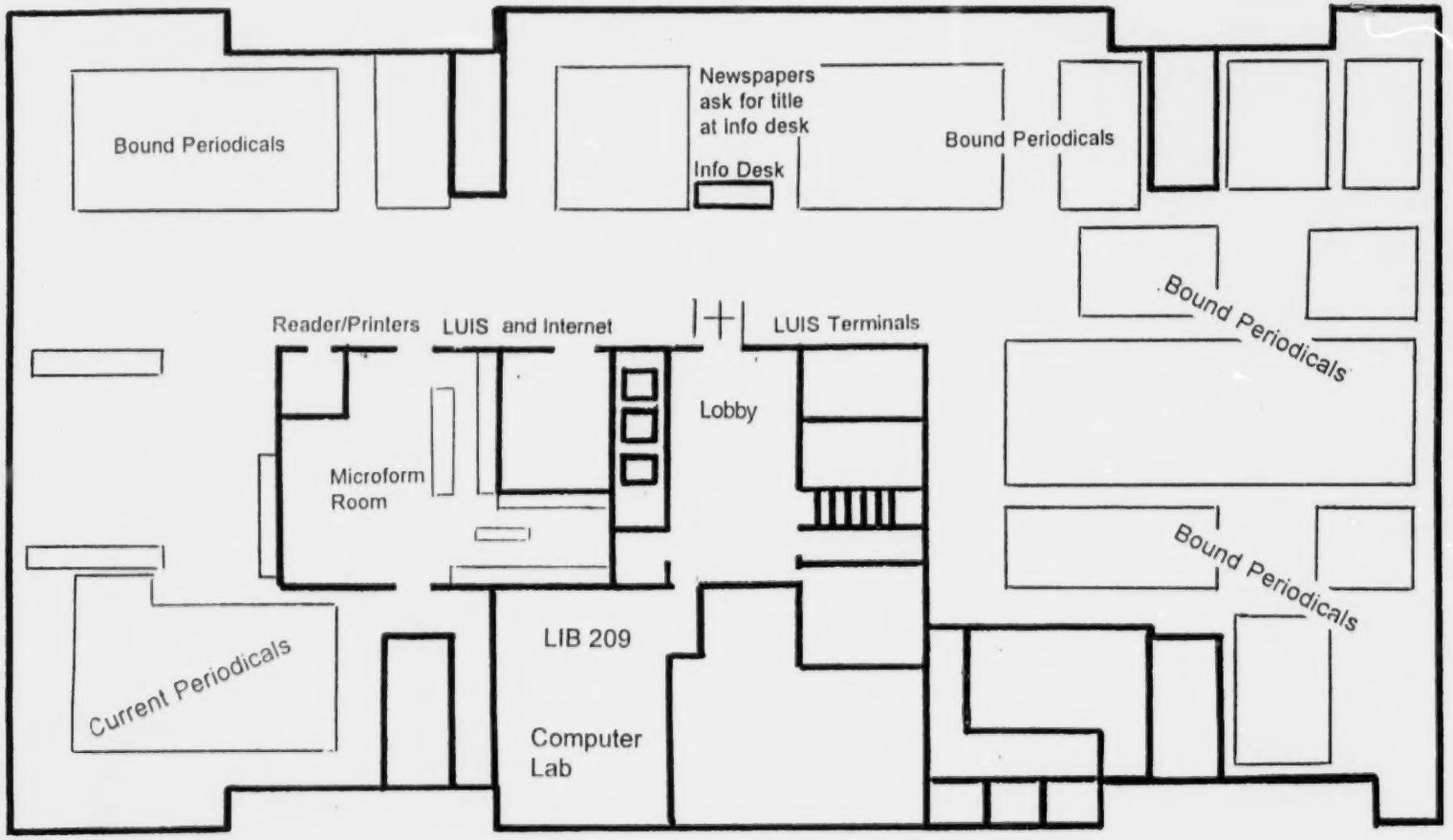

PERIODICALS - 2ND FLOOR

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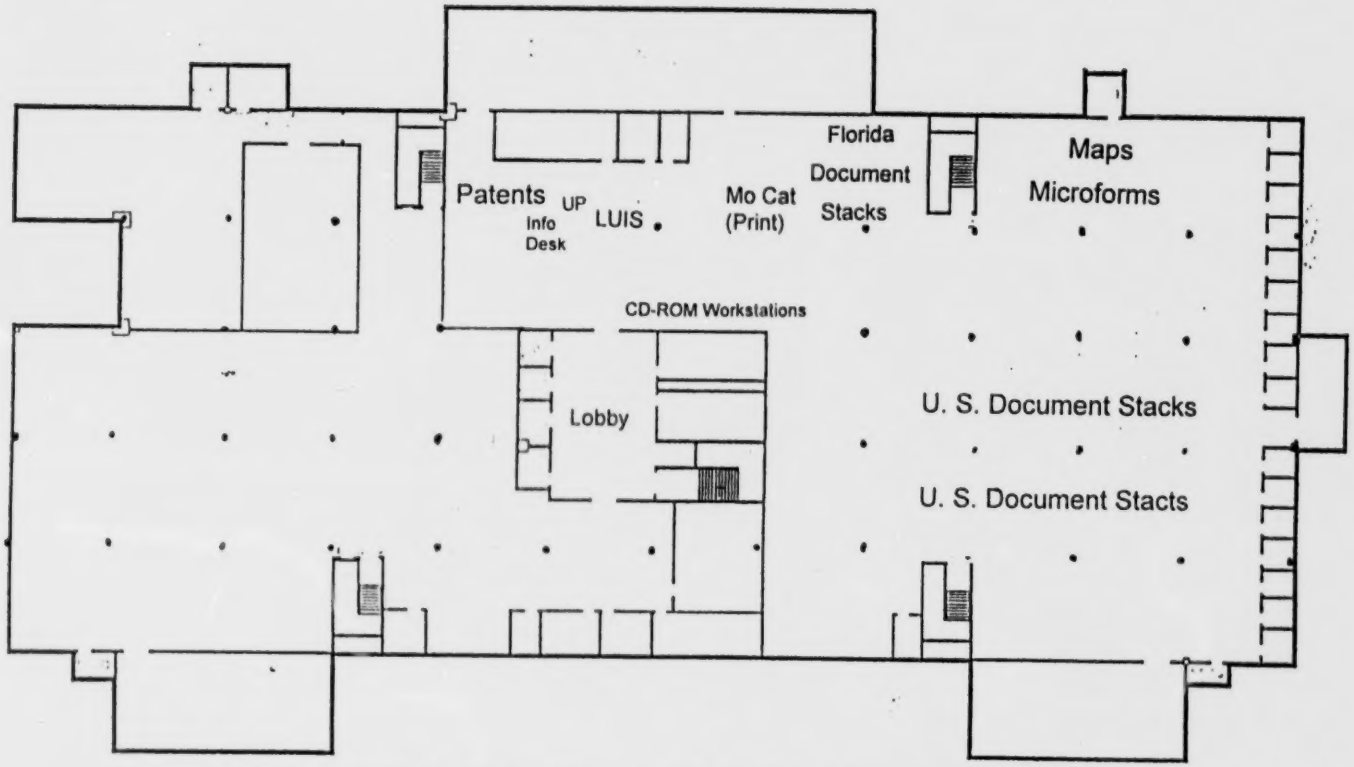

GOVERNMENT DOCUMENTS - LOWER LEVEL (BASEMENT)

UNIVERSITY OF SOUTH FLORIDA Name _____
LIS 2001 - J. Vastine

TOPIC APPROVAL
for Final Project

DUE: Wednesday, January 26, 2000

You may select any topic of an academic nature that interests you. It is recommended that you choose a topic in your major, or for a class you are taking. Your topic selection, however, is subject to approval by the instructor. This is NOT for censorship purposes, but rather to ensure success on the final project. Topics that are too broad, too narrow, too esoteric, or those that lack a focus will require adjustment to ensure a successful completion of the project. The instructor will work with you if adjustment is suggested. The instructor will also assist you in selecting a topic if you need help. Use topic selection criteria (workbook, page 93) to ensure topic has a focus.

Sources of ideas for topics include:

The CQ Researcher. Reference H 1.E3
The Reference Shelf. Reference AC 1.R4
10,000 Ideas for Term Papers, Projects, Reports, and Speeches.
Reference LB 1047.3.I35 1995

State your topic below. The topic should reflect a specific aspect of the topic chosen, for example: "Violent Youths Should get Tougher Punishment" or "Home Schooling is a Viable Alternative to Public Education". You may take a "for" or "against" approach to controversial topics.

_____

_____

Briefly explain what you intend to discover by researching this topic.

_____

_____

_____

_____

_____

--See next page for Final Project guidelines

FINAL PROJECT GUIDELINES

The FINAL PROJECT, due **Wednesday, April 26, 2000** or earlier, is designed to be a "capstone" for the class and an opportunity to combine what was learned in the various parts of the course into a "search strategy".

Using information gathered on worksheet assignments and knowledge gained during the semester, you will identify appropriate sources of information for a topic suitable for a 10-15 page research paper. You will physically look at and evaluate each source, construct a bibliography of those sources, and describe how those sources were identified and located, but you will NOT actually write the paper.

This is an individual project--all work must be your own. If you need assistance, please contact the instructor. Because worksheet responses will eventually become the final project, it is important to note that while group work is allowed, and sometimes encouraged, on individual worksheets, it is expected that there will be no copying of worksheet responses from any other student.

The FINAL PROJECT will be typed on a typewriter or with a computer word processing program. Open use computer labs are available in several academic buildings, and Student Government has an Apple Computer lab in the Marshall Center. Typewriters can be used on the 2nd floor of the library. Ask at the Periodicals Information Desk.

The FINAL PROJECT will consist of two parts:

(1) a diary, or log, of the processes used to identify and find the information for all items listed in the bibliography, and

(2) a bibliography of a minimum of 20 information sources written according to the MLA style (or other standard style if you prefer another). Specify which one you use.

Most of the worksheets that will be required each week will provide the basis for the final project. Attention to detail on the worksheets will affect the quality of work and/or quantity of time needed to complete the final project.

Part I Diary or log (describing all 20 or more items listed in the bibliography)

1. State the topic, and then define it in a concise statement. It will need to be in the form of a statement of purpose or in the form of a question--e.g." "Should tobacco be regulated as a drug?", or "Yes, (or no) airbags save lives". The descriptive statement will define the purpose of the paper and explain what you will try to prove.

2. Describe in narrative form the steps followed to identify and find information for ALL items listed in the bibliography. For example, "I identified books by using the USF Database in LUIS. "I searched the database using the subject term _____ (or keyword terms_____".) etc. Be sure to include statements of problems or things that did not work, as this will reflect the thought processes used.

--Continued

When you identify and locate a particular book, periodical article, etc, be sure to state why it was selected. Each source that is included in your bibliography MUST be located and examined. Include a statement for each source that gives specific information and/or comments on why that source would be used as documentation for the project. The "Final Project Notes" section of worksheets will provide a mechanism for you to record this information.

All items must include informal evaluation on the basis of relevancy, timeliness, authority and objectivity. Additionally, include a formal evaluation, using techniques learned during the unit on "evaluation of sources", for at least one book and one periodical article, and describe the process and results in the diary or log.

Part II Bibliography

The bibliography MUST consist of 20 or more items, and must include AT LEAST ONE each of the following types of resources:

a. general or specialized encyclopedia article, or *CQ Researcher* article
b. circulating book located in the Tampa Campus Library
c. periodical article (emphasis on journals over magazines)
d. newspaper article (if appropriate to topic - if not, explain in diary or log)
e. government document (if appropriate to topic - if not, explain in diary or log)
f. specialized reference source, such as:
   an almanac, an atlas, a bibliography in book form,
   a subject specialized dictionary, a directory, a handbook or manual,
   or an audio/visual resource.
g. world wide web site with information on final project topic.

The bibliography will be arranged in accordance with MLA or other standard style, (specify clearly which one you use) and will be in alphabetical order. A brief guide to the MLA style, suitable for use on LIS 2001 worksheets, will be provided.

FINAL PROJECT GRADING KEY

ATTACH THIS SHEET TO END OF FINAL PROJECT

DIARY OR LOG

Topic stated (1 pt) & defined (1 pt) and Thesis statement (1 pt)	3	__
How located (3 pts) and statement of why **all 20 items** were selected (3 pts) and informal evaluation (3 pts):		
Encyclopedias	9	__
Books	9	__
Periodicals	9	__
Newspapers (or statement)	9	__
Government Documents (or statement)	9	__
Specialized Ref Source/Media/	9	__
World Wide Web Sites	9	__
Formal evaluation of 1 book	6	__
Formal evaluation of 1 per article.	6	__

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BIBLIOGRAPHY

Alphabetical (20 or more Items)	5	__
Encyclopedia	1	__
Book	1	__
Periodical	1	__
Newspaper (or statement)	1	__
Government Doc (or statement)	1	__
Specialized reference source/Media/	1	__
World Wide Web Site	1	__
MLA (or Equiv) (½ point for each item)	10	__

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☞ Final Project counts as **30%** of course average

fprojkey

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Self-Guided Tour of Library

This tour is intended to familiarize you with the various resources available in the Tampa Campus Library. You are encouraged to take your time during your tour. The items you are asked to identify in the following questions do not include everything available to you, but only serve to get you to the areas of the library that you will be visiting as you complete worksheets for this course.

1. Visit the Library Media Center (LMC). List three DIFFERENT audio/visual FORMAT items by title and format. (example: The Brain - Kit, Back to the Future - video, etc)

2. Visit the 5th floor. Find the "Curriculum Collection" and select one book. Write the title of the book and the Dewey Decimal Classification "call number".

3. The Library of Congress (LC) Classification letters for circulating books on the 5th floor range from what letter to what letter?

4. Visit the 4th floor. What are the range of LC letters for circulating books on this floor?

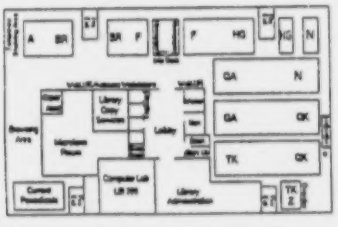
5. Find and give the title of any book with the LC classification number NC 1429.

6. What other library department is located on the 4th floor?

7. Visit the 3rd floor. What are the range of LC letters for circulating books on this floor?

8. Find and give the title of any book with the LC classification letter beginning GV 885.

9. Visit the 2nd floor. *Newsweek* has the call number AP 2. N55 but is found as bound volumes, current issues, and in microfiche format. Locate *Newsweek* by call number in each format, then indicate on the sketch below by writing B for "bound", C for "Current" and M for "microfiche" for *Newsweek's* location in each format.



--continued

--continued

10. What is the charge to make copies from paper issues, AND the charge to make copies from microfiche. (Hint: look at the sign on the copy machines and the reader-printers--some take only ID or copy cards and some take cash or ID or copy cards)

ID or Copy Card: Paper:
Microfiche:

Cash: Paper
Microfiche

11. Visit the 1st floor. Enter the Reference Room. Notice two of the clusters of workstations for LUIS/WebLUIS. Write the LOGIN and PASSWORD for any one workstation. (Hint: they are posted on the CPU)

12 Look at the CD-ROM/WebLUIS workstations along the back wall. Use any workstation, click on "Start", highlight a subject category, the write the title of one database available.

13. CD ROM/WebLUIS/WWW workstations print to network printers across from the reference desk. Locate, then write the directions for making prints from PCs.

14. Locate room 112F in the Northwest corner of the Reference Room. What is this room?

15. Return to the Reference Desk area, then locate the **Reserve Desk**. A sign on the computer monitors tell what is needed to check out reserve materials. What does the sign say?

16. Locate the "Reference Annex". Write the title of books with the call number beginning AY 67.

17. Locate the Circulation Desk in the 1st floor lobby. This is where you take books you want to check out. While in the lobby, locate the Leisure Reading books near the entrance door. Write one title available in this collection.

18. Visit the Lower Level (also known as the Basement). Enter the Government Documents Department. Locate the Florida Documents Section, then write the title and call number for one publication in this section.

19. Write the name and call number of any U.S. Government Document with the classification beginning I 29.6

20. Locate the Documents Dept. map area. Select any map and write the title and give a short description of the map.

End of Assignment

CLASSIFICATION SYSTEMS COMPARISON

DEWEY DECIMAL		LIBRARY OF CONGRESS
000	Generalities	A
030	General Encyclopedias	AE
100	Philosophy	B
200	Religion	BL - BX
300	Social Sciences	H
400	Language	P
440	French Language	PC 2001 - 3761
460	Spanish Language	PC 4001 - 4977
500	Pure Sciences	Q
510	Mathematics	QA
590	Zoological Sciences	QL
600	Technology	T
610	Medical Sciences	R
620	Engineering	TA - TL
700	The Arts	M - N
770	Photography	TR
780	Music	M
800	Literature	P
900	History	C, D, E, F

DEWEY DECIMAL CLASSIFICATION

DEVELOPMENT FROM GENERAL TO SPECIFIC

500 NATURAL SCIENCES & MATH

521 - 525 ASTRONOMY

523 SPECIFIC CELESTIAL BODIES AND PHENOMENA

523.6 COMETS

523.64 SPECIFIC COMETS

523.642 HALLEY'S COMET

LIBRARY OF CONGRESS CLASSIFICATION

DEVELOPMENT FROM GENERAL TO SPECIFIC

Q SCIENCE

QB ASTRONOMY

QB 495 - 903 DESCRIPTIVE ASTRONOMY

QB 717 - 732 COMETS

QB 723 PERIODIC COMETS

QB 723. H2 HALLEY'S COMET

LIBRARY OF CONGRESS

CALL NUMBER

QB	
723	**CLASSIFICATION NUMBER**
.H2	
A83	**AUTHOR NUMBER**
1985	**DATE OF PUBLICATION**

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM
A CONCISE SAMPLE FOR LIS 2001 STUDENTS

A General Works

AE	Encyclopedias (General)
AI	Indexes
AP	Periodicals (General)
AY	Almanacs, Yearbooks

B Philosophy, Psychology, Religion

B	Philosophy (General)
BF	Psychology
BL	Religions, Mythology
BS	The Bible

C Auxiliary Sciences

CB	History of Civilization
CS	Genealogy
CT	Biography

D History: General and Old World

D	History (General)
DA	Great Britain
DC	France, Andorra, Monaco
DS	Asia
DT	Africa

E - F History: America

E 11 - 29	America (General)
E 31 - 46	North America
E 51 - 99	Indians of North America
E 151	United States (General)
E 184.5 - 185.98	African-Americans
E 456 - 655	Civil War
F 1 - 975	United States Local History
F1201-1392	Mexico
F 1401 - 1419	Latin America (General)

G Geography, Anthropology, Recreation

G	Geography (General) Atlases, Maps
GN	Anthropology
GV	Recreaton, Leisure

H Social Sciences

H	Social Sciences (General)
HC-HD	Economic History and Conditions
HF	Commerce

HG	Finance
HM	Sociology
HQ	Family, Marriage, Women
HV	Criminology, Social and Public Welfare
HX	Socialism, Communism

J Political Science

JC	Political Theory
JF	Constitutional History
JK	United States
JQ	Asia, Africa
JS	Local government
JX	International Law

K Law

K	Law (General)
KF	Laws of the United States
KFF	Laws of Florida

L Education

LB	Theory and Practice of Education
LC	Special Aspects of Education
LJ	Student Fraternities and Societies

M Music and Books on Music

M	Music
ML	Literature of Music
MT	Musical Instruction and Study

N Fine Arts

N	Visual Arts (General)
NB	Sculpture
NC	Drawing
ND	Painting

P Language and Literature

P	Philology and Linguistics
PB	Modern European Languages
PC	Romance Languages
PE	English
PN	Literature
PQ	Romance Literature
PR	English Literature
PS	American Literature

Q Science

Q	Science (General)

QA Mathematics
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Biology, Natural History
QL Zoology
QR Microbiology

R Medicine

R Medicine (General)
RA Public Aspects of Medicine
RC Practice of Medicine
RT Nursing

S Agriculture

S Agriculture (General)
SB Plant culture
SD Forestry
SF Animal culture
SH Aquaculture, Fisheries

T Technology

T Technology (General)
TA Engineering, Civil Engineering
TJ Mechanical Engineering
TK Electrical Engineering
TR Photography
TT Handicrafts, Arts and Crafts
TX Home Economics, Cookbooks

U Military Science

U Military Science (General)
UA Armies: Organization, description, etc.
UG Air Force, Air Warfare

V Naval Science

V Naval Science (General)
VA Navies: Organization, description, etc.

Z Bibliography, Library Science

Z 116 - 659 Book Industries and Trade
Z 662 - 1000.5 Libraries and Library Science
Z 1001 - 8999 Bibliography

LIBRARY OF CONGRESS SUBJECT HEADINGS

Books, Vellum printed
  USE Vellum printed books
Books abroad, American
  USE American books abroad
Books and reading *(May Subd Geog)*
[Z1003]
Here are entered works on the significance of books in people's lives, including their attitudes toward and interest in reading. Works on the art of reading are entered under Reading.
UF Appraisal of books
Books---Appraisal
Literature---Evaluation
Reading, Choice of
Reading and books
BT Reading
RT Reading interests
SA *subdivision* Books and reading *under classes of persons, ethnic groups or names of individuals for works which discuss their reading interests, and/or lists of recommended reading for the group, e.g.* College students---Books and reading; Blind-Books and reading; Afro-Americans---Books and reading; Shakespeare, William, 1564-1616---Books and reading
NT Best sellers
Blind---Books and reading
Books---Reviews
National book week
Popular literature
Prohibited books
Reference books
Right to Read program
Students, Foreign---Books and reading
Television and reading
--- Moral and religious aspects
USE Literature and morals
--- Therapeutic use
USE Bibliotherapy
--- **United States**
NT Afro-American college students---Books and reading
Afro-Americans---Books and reading
Books and reading for children
  USE Children---Books and reading
Books for children
  USE Children's literature

UNIVERSITY OF SOUTH FLORIDA
NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Classification and Subject Headings

1 The call numbers below represent books. Arrange them in order as they would be found on the shelves. Write the correct sequence (1, 2, 3, etc) on the line below each call number:

TR 145 E2	TR 145 E3	TP 740 E7	TR 1126 E11	TR 145 E23	TR 145 E29	TR 145 E282
___	___	___	___	___	___	___

2. Use the Library of Congress book, *Subject Headings*, and look up the subject heading assigned to you. Write the subject heading on the line below:

_____

a. Is there an LC Classification number following the subject Heading? If yes, write it:

b. List one "used for" term (UF)

c. List one "narrower" term (NT):

d. List one "broader" term (BT):

e. List one "related" term (RT):

f. List one subdivision:

3. Subject headings can be subdivided in several ways.

A TOPICAL subdivision limits a subject heading to a subtopic, such as
ACCIDENTS--PREVENTION.
A PERIOD subdivision is used to limit a subject heading to a specific time period, such as
UNITED STATES--HISTORY--1945-1970.
A GEOGRAPHICAL subdivision limits subject to a particular geographic area, such as
BIRDS--FLORIDA
A FORM subdivision identifies a particular type of publication about a subject, such as
SPORTS--PERIODICALS

--continued

For each subject heading given below, write the type of subdivision used:

a. SPORTS--ACCIDENTS AND INJURIES

b. SPORTS--BIBLIOGRAPHY

c. SPORTS--DICTIONARIES

d. SPORTS--ECONOMIC ASPECTS

e. SPORTS--FLORIDA

f. SPORTS--HISTORY--20TH CENTURY

g. SPORTS--PERIODICALS--INDEXES

h. SPORTS SPECTATORS--NEW YORK

i. SPORTS--YEARBOOKS

--End of assignment

University of South Florida
Tampa Campus Library

Introduction to LUIS

LUIS, the Library User Information System, provides access to the USF online catalog as well as the catalogs of the other State University System libraries, and periodical indexes. Type **MENU** to see a list of the catalogs and indexes available on LUIS. To search for books, journal titles, U.S. and Florida documents, videos, and other items available at any USF campus library, select **"University of South Florida"** from the list of library catalogs.

REMOTE ACCESS: LUIS can be accessed via home computer. Ask at the information desk for details.

TO SEARCH BY AUTHOR'S NAME

Type **a=** followed by the author's last name, then first name/initial if known.

Type:	**To search for:**
A=HEMINGWAY [Enter]	Works by authors whose last name is "Hemingway"
A=HEMINGWAY E [Enter]	Works by authors whose last name is "Hemingway" and whose first name begins with "E"
A=HEMINGWAY ERNEST [Enter]	Works by authors whose last name is "Hemingway" and whose first name is "Ernest"

For more information on author searching, type **EXP A [Enter]**.

TO SEARCH FOR BOOKS BY TITLE

Type **t=** followed by the title.
Omit initial articles ("A, AN, or THE").
If you are unsure of the full title, type only the initial portion of the title of which you are certain.

Type:	**To search for:**
T=COLOR PURPLE [Enter]	The title "The Color Purple"
T=BARBARIANS AT THE GATE [Enter]	Works with titles beginning with "Barbarians at the Gate"
T=BARBARIANS [Enter]	Works with titles beginning with "Barbarians"

For more information on title searching, type **EXP T [Enter]**.

TO SEARCH FOR JOURNALS BY TITLE

Type **tj=** to limit title searching to titles of journals, magazines, newspapers, and other serial publications.

Type:	**To search for:**
TJ=ETHICS QUARTERLY [Enter]	Journals and other serial titles beginning with "Ethics Quarterly"
TJ=WALL STREET JOURNAL [Enter]	Newspapers and other serials beginning with "Wall Street Journal"

NOTE: The USF catalog on LUIS does not include journal, magazine, or newspaper *articles*. To locate specific articles in journals, magazines, or newspapers, use an index to periodical or newspaper articles. For help in selecting an index, ask at the Information Desk.

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TO SEARCH BY SUBJECT

Type **s=** to search for items on a specific subject.

LUIS uses Library of Congress subject headings.

Subjects are often further divided into more specific groups, called subdivisions. When searching these subdivisions, type your main subject term followed by two hyphens (--), then the subdivision.

Type:	**To search for:**
s=FRANCE	Books about France
S=FRANCE--HISTORY [Enter]	Books about the history of France

When searching by subject, you will often find ***Search Under...** and ***Search Also Under...** cross references. ***Search Under** refers you to subject heading(s) to use instead of your search request. ***Search Also Under** refers you to subject heading(s) to use in addition to your search request. For more information type EXP S.

TO SEARCH BY KEYWORD

Type **k=** followed by one or more search terms.

Keyword searches allow you to link terms from different parts of a record, such as an author's name with a word from a title.

Type:	**To search for:**
k=music	Any record with the word music
k=censorship or banning	Any record with either censorship OR banning
k=music and censorship	Any record with both music AND censorship

For more information see the *Keyword Techniques for LUIS* handout or type **EXP K[enter]**.

VIEWING SEARCH RESULTS

LUIS will create a guide or index of all records that match your search request. The two letters in parentheses at the end of each title on the LUIS screen indicate the library where the item is located.

CODE:	**LIBRARY LOCATION:**
(SF)	Tampa, St. Petersburg, Lakeland, FMHI
(SD)	Government Documents (Tampa)
(SM)	Health Sciences Center Library
(SA)	Sarasota
(EC)	Ft. Myers
(GU)	Gulf Coast University

1. To display a specific item from your search results, type the line number of the entry and **press [Enter]**.
2. LUIS has two display formats for viewing your search results. **(BR)IEF VIEW** provides title, author, and publisher information, along with the item's location, call number, and status. **(LO)NG VIEW** provides more detailed information, including subject headings, editors, and physical description. Switch between these two views by typing **LO [Enter]** or **BR [Enter]**.
3. While displaying an individual record, note the item's **location**, **call number** and **status**. This information identifies where the item is in the building (location), where you will find it at that location (call number) and if it is on the shelf (status). For journals, magazines, newspapers, and other serial publications, type **HO [Enter]** to see a list of all issues or volumes owned for a particular title.
4. To return to your index of titles, type **I [Enter]**.

TROUBLESHOOTING

PROBLEM:	**SOLUTION:**
Mistyped word(s) in your search	Backspace to mistyped word/letter and type over the error.
LUIS doesn't respond (nothing happens)	Press **[RESET]**. Make sure that the cursor is at the bottom of the screen, at least one space to the right of the word **"ENTER"**. If cursor isn't there, use arrow keys to move it.
Search results are from another university	Type **MENU [Enter]**. Select **"University of South Florida."**

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LUIS SEARCH COMMANDS

SEARCH TYPE	COMMAND	EXAMPLE/NOTES
author	a=	a=hardy, thomas *last name, first name*
book numbers		
ISBN number	nb=	nb=0-13-947169-3 or nb=0139471693
ISSN number	ns=	ns=0736-0797 or ns=07360797
LCCN	nl=	nl=81-12342
Other/Local (OCLC)	no=	no=12340316
browse	x=	x=american society of testing materials *merged author, title and subject index*
call number		
Library of Congress	cl=	cl=kf240 j3 1987
SUDOCS number	cs=	cs=3.2 p 97
Dewey decimal	cd=	cd=551.5 s556a
Other/Local	co=	co=fs8 *microfiche or microfilm*
children's subject	sc=	sc=folklore
corporate author	a=	*omit initial articles* a=american medical association a=university of south florida
database menu	menu	*search other databases*
dissertations/thesis	s=	s=dissertations, academic--usf
honors thesis	s=	s=honors thesis--usf
keyword	k	*boolean searching* *(combinations of subjects)*
medical subject	sm=	sm=anatomy
periodical title	tj=	*omit initial articles (a, an, the)*
journals		tj=journal of accounting
magazines		tj=newsweek
newspapers		tj=new york times
revise	r	*allows correction/changes of searches*
subject	s=	s=education s=social sciences--experiments *use LC subject headings* *2 dashes between subject & subdivision*
title	t=	t=tale of two cities *omit initial articles (a, an, the)*

LUIS QUALIFIERS

FORMAT

To qualify your search by the format of an item use the qualifier *fmt*= followed by the code defined for the material. The following formats have been defined for LUIS.

analytic	anal
archive/manuscript	mss
audiovisual	av
biography	bio
braille	br
cassette tape	cas
collection	coll
compact disk	cd
computer file	cf
fiction	fic
globe	globe
government publication	gov
kit	kit
large print	lar
long playing phonodisk	lp
map	map
microforms	mic
mixed media	mix
monoseries	series
motion picture	film
newspaper	news
optical laser disk	laser
periodical	per
score	sco
serials/periodicals/journals	ser
sound recording	rec
three dimensional artifact	3d
two dimensional graphic	2d
vhs videorecording	vhs
videorecording	vid

DATE

To qualify your search by the date of the work use the qualifier *dt*= followed by the date range. Date ranges may be defined in the following formats.

a single year	dt=1993
a single year date can be truncated after three digits	dt=199?
a range of years	dt=1990-1995
a range of years with an open end date	dt=1990-
a range of years with an open begin date	dt=-1990

LANGUAGE

To qualify your search by the language of the work use the qualifier *lang*= followed by the three character code for language.

Afrikans	afr
Albanian	alb
Arabic	ara
Bulgarian	bul
Catalan	cat
Chinese	chi
Czech	cze
Danish	dan
Dutch	dut
English	eng
Finnish	fin
French	fre
Georgian	geo
German	ger
Greek, Ancient	grc
Geek, Modern	gre
Hebrew	heb
Hindi	hin
Hungarian	hun
Italian	ita
Japanese	jpn
Korean	kor
Lithuanian	lit
Malaysian	may
Multiple lang	mul
Norwegian	nor
Polish	pol
Romanian	rum
Russian	rus
Serbo-Croation (Cyrillic)	scc
Serbo-Croation (Roman)	src
Slavic (other)	sla
Slovak	slo
Slovenian	slv
Spanish	spa
Swahili	swa
Swedish	swe
Thai	tha
Turkish	tur
Ukrainian	ukr
Vietnamese	vie

University of South Florida
Tampa Campus Library

KEYWORD TECHNIQUES FOR LUIS

Keyword searching allows you to link terms from different parts of a record, such as author's name, with a word from a book title. Keyword searching is particularly useful when:

- you are unsure about the order or spelling of all words in the title
- you do not have the author's name
- you do not know the precise subject heading used in the database

KEYWORD SEARCH COMMANDS

BASIC KEYWORD SEARCHING
type k= followed by one or more search terms

KEYWORD INPUT SCREEN
type k and press <ENTER>
Retrieves keyword input screen

EXPERT SEARCHING
type EXS and press <ENTER>
Used to perform a complicated search. This screen allows for a 223 character search string.

LOGICAL OPERATORS

AND both terms must be in record
hamlet AND shakespeare

OR either term may appear in record
hamlet OR shakespeare

NOT records with term will NOT be retrieved
hamlet NOT shakespeare

Use caution with the NOT operator; it is easy to throw away records you really want to include.

PROXIMITY OPERATORS

Require terms to be in a specific position relative to one another within the same field.

NEAR terms within 1 word (either direction)
tom near jones
retrieves tom jones or jones tom

WITHIN n term within n words (either direction)
tom within 2 jones
retrieves tom jones or jones tom or tom g jones or jones tom g

ADJ term within 1 word (to the right)
tom adj jones
retrieves tom jones

SAME term in same field
tom SAME jones
retrieves tom and jones from same field, not necessarily next to each other

TRUNCATION

The truncation symbol (?) can be used at the end of a search term to shorten the term allowing one search to retrieve singular or plural forms of a word or different spellings of a word.

k=nation? retrieves nation, nations, national, nationality

k=jorgen? retrieves jorgen, jorgensen, jorgenson

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FIELD

ka= retrieves terms found in author field only
ka=shakespeare

kt= retrieves terms found in title fields only
kt=hamlet

ks= retrieves terms found in subject fields
ks=shakespeare

kn= retrieves terms found in notes fields
kn=cost control

You may use more than one qualifier. *ka=asimov and kt=physics*
If no keyword type is specified, the retrieval will be from all index types

PUBLICATION DATE

single year	*dt=1994*
range of years, beginning and end date specified	*dt=1990-1994*
range of years, open end date	*dt=1994-*
range of years, open beginning date	*dt=-1994*

LANGUAGE

This field must be searched using specific abbreviations. A complete listing of language abbreviations is available by typing exp limit.
lang=spa retrieves items in Spanish

FORMAT

Limits to a particular physical format.

This field must be searched using specific codes. A complete listing of format codes is available by typing exp limit.
fmt=fic retrieves fiction

Multiple codes may apply to a single item
fmt=cas retrieves cassette tape
fmt=rec retrieves sound recordings (cassette tapes, compact discs, records)

LOCATION

Limits a search to items in a particular library branch, collection, or shelving location.

This field must be searched using specific location codes. A complete listing of location codes is available by typing exp loc

	loc	sloc	lsl
Tampa Reference	tamp	ref	tampref
Tampa Periodicals	tamp	per	tampper
Tampa UMC (all locations)	umc		
Tampa U.S. Documents	fdoc		
Tampa FL Documents	tamp	sdoc	tampsdoc

kt=world adj war and lsl=tampref retrieves items in Tampa Reference with World War in the title
ks=world adj war and loc=fdoc retrieves Federal documents with World War in the subject field

BEST COPY AVAILABLE

EMAIL LUIS RESULTS

EMAIL allows you to send LUIS records to your INTERNET electronic mail address. To EMAIL records, you must first select them by using the MARK command.

The MARK command is used to flag records to be sent by INTERNET electronic mail. An individual record may be marked from the bibliographic display screen. Groups of records may be marked from an index screen or an individual record display by indicating the range of index numbers to mark.

To flag a single record that is displayed, type MARK and press <ENTER>.
To flag 20 records beginning with record 1, type MARK 1-20 and press <ENTER>.
To flag scattered records: e.g., MARK 1-10,13,19,20-25 and so forth.

As you mark records, they are assigned a sequential number that does NOT correspond to the index numbers. You may MARK 99 records before EMAILing.

To EMAIL marked records type EMAIL followed by your complete INTERNET address and <ENTER>.

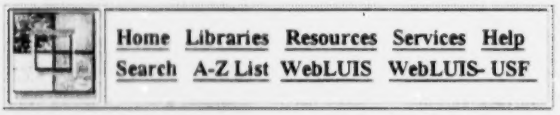
Example: email jdoe@univvm.usa.edu

A message will appear on the screen telling you the number of records sent and the email address. (Ex.:"13 records sent to jdoe@univvm.usa.edu") *There will be no error message if the wrong address is typed. Check your address carefully.*

The EMAILed listing of records should arrive very rapidly. If it does not, the cause is most likely to be an incorrect address or a problem on the INTERNET.

The maximum number of citations that may be emailed at one time is 99. You may receive several files for each EMAIL command. These may not be received in the order that they were marked. The sequential record numbers are included so they may be returned to the original order if desired. Records from more than one database may be marked before emailing, but there is no indication in the emailed file of the database of origin.

For now, holdings information (copies, locations, call numbers, volume holdings, etc.) is not included with the records.



WEBLUIS ONLINE CATALOG HELP SHEET

WebLUIS is a Web-based system that provides access to Catalogs, Databases and Gateway services of the libraries of the State University System of Florida. It uses a "point-and-click" method of searching via an attached mouse rather than typed commands. It offers enhancements to LUIS, such as links to databases with full-text material. Due to licensing agreements, remote access to some of these electronic resources is only available to currently-enrolled USF students, faculty, and staff.

CONTENTS

Accessing WebLUIS | Accessing USF's Library Catalog | Basic Search
Advanced Search | Advanced Search by Language, Location, & Format | Printing

STEP ONE

WebLUIS can be accessed through the following address:

http://www.lib.usf.edu/virtual/

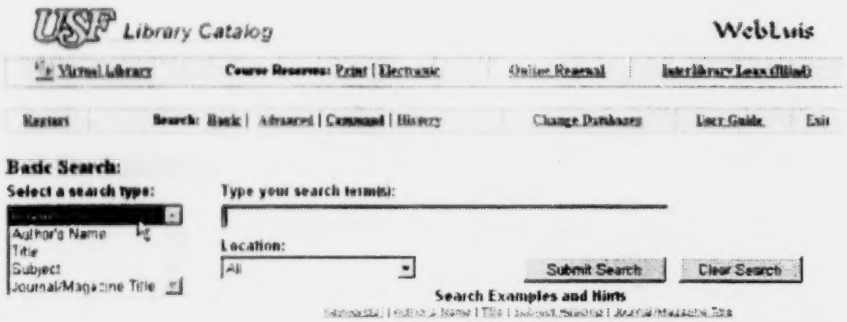
STEP TWO

To access USF's Library Catalog through the Virtual Library, place the mouse arrow on WebLUIS/USF and click. If accessing USF's Library catalog from WebLUIS (http://www.fcla.edu), be sure to then click the USF link.

BEST COPY AVAILABLE

BASIC SEARCH

A basic search screen will appear:



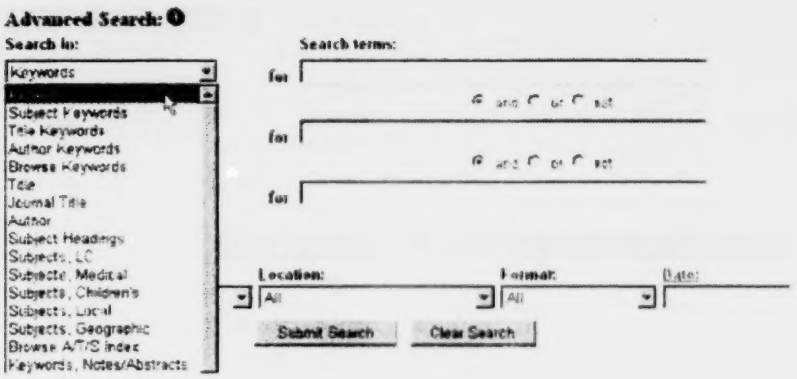
Click once in the search box to get a cursor. Be sure to click on Submit Search after you have typed in your query. A list of titles, authors or subject headings matching your search query will appear. The two letters in parentheses at the end of each title indicate where the item is located.

CODE	LIBRARY LOCATION
(SF)	Tampa, St. Petersburg, Lakeland, FMHI
(SD)	Government Documents (Tampa)
(SM)	Health Sciences Center Library
(SA)	Sarasota Campus Library
(SE)	Electronic Resource (Online, CD-ROM)

ADVANCED SEARCH

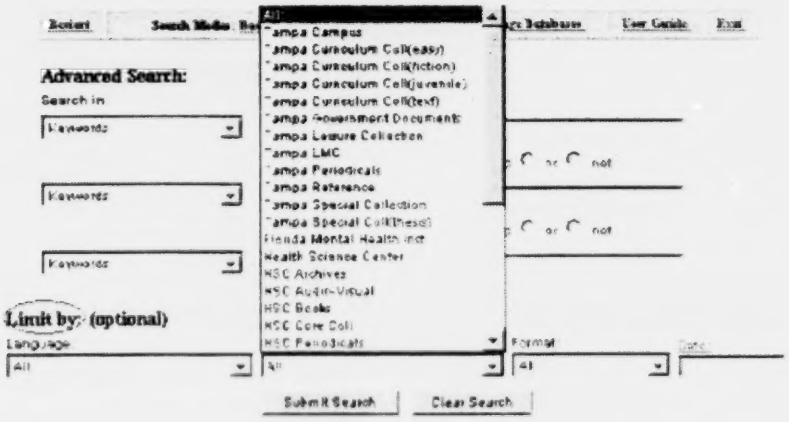
If you wish to narrow your search within other fields, click on the Advanced Search box under Search Modes. Click on the down arrow in the box labeled Keywords. Highlight a selection and click once.

BEST COPY AVAILABLE



ADVANCED SEARCH BY LANGUAGE, LOCATION, AND FORMAT

If you wish to narrow your search to a particular language, USF library location, or format, go to the bottom of the screen to the **Limit by:** section, and click on the down arrow in the appropriate box. Highlight the language, library location, or format you wish to search and click once.

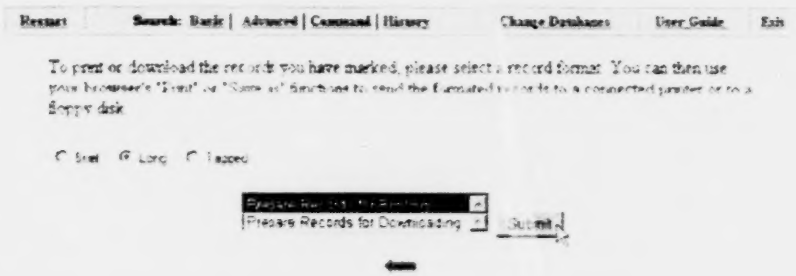


PRINTING

To print records from WebLUIS be sure to **mark** the records you want to print by clicking the mark box. When done marking records, click the **Print/Save Marked** command.

BEST COPY AVAILABLE

If you wish to print the abstract or other extended information from a record, you will need to click the **Long** option. Next, choose the **Prepare records for printing** option and then click the submit button.


Restart
Search: Basic | Advanced | Command | History
Change Databases
User Guide
Exit
To print or download the records you have marked, please select a record format. You can then use your browser's "Print" or "Save as" functions to send the formatted records to a connected printer or to a floppy disk.
Short
Long
Tagged
Prepare Records for Downloading
Submit

Click on File in the upper left corner of the screen. Click on Print. When the print window appears, click on OK.**The print command will send to the printer only what is on the page you are currently viewing.**

Note: You will need a USF ID card or copy card to print within the library. Copies are $0.04 per page.

University of South Florida VIRTUAL LIBRARY

Ask a question, get technical support, suggest sites for inclusion, or send us your comments at the Virtual Library Assistance and Feedback Page

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UNIVERSITY OF SOUTH FLORIDA Name _____
LIS 2001 - J VASTINE
ASSIGNMENT: Basic and Advanced WebLUIS for Books

1. Select the USF database in WebLUIS. Using the "Basic" search screen, construct a search, **searching by subject**, to identify **circulating books** in the **Tampa Campus Library** on your final project topic.

A. Write the search command you used.

B. Write the citation and Tampa Campus Library call number for three (3) books. Use the back of this sheet to record this. (Citation includes Author(s). Title. Place of Publication: Publisher, Date of Publication)

2. Titles of magazines and journals owned by the Tampa Campus Library can be identified by selecting "journal or magazine title" on the basic search screen in the USF database on WebLUIS. Construct a search to locate the record for the magazine *Newsweek*, then answer the following questions about the "detailed holdings" for this magazine:

A. What is the OLDEST current issue?_____

B. What is the last issue that has been bound? _____

C. What is the range of years on microfiche? _____

3. In the USF database in WebLUIS, construct a search using the "advanced screen". Include at least **two keywords** to identify a circulating book in the Tampa Campus Library on your final project topic.

A. Write the search command you used.

B. Write the citation and Tampa Campus call number for one book identified.
Author(s). Title. Place of Publication: Publisher, Date)

4. In the USF database in WebLUIS, construct a search using at least one keyword, and further **limiting the search by either date, language, format, or location** to find an item in the Tampa Campus Library on your final project topic.

A. Write the search command you used.

B. Write the citation and Tampa Campus Library call number for one item identified.

--continued on next page

5. Locate at least one of the books identified above on the shelves in the library. Specify the book found by call number and write the topic of the first chapter or section as given in the table of contents. If there is no table of contents, write the first sentence of the book. YOU MUST LOCATE AT LEAST ONE BOOK.

a. Call number:

b. Topic of first section, or first sentence:

6. Evaluate the book in terms of the following criteria:

Relevancy to your topic

Timeliness or currency

Authority in terms of author, publisher, etc

Objectivity or Freedom from bias

It is strongly recommended that you examine and evaluate additional books for possible inclusion on your final project. Use the back of this sheet to record information.

--End of assignment

Subject Specialized Encyclopedias
A Selected List for LIS 2001 Students

African American Encyclopedia
CQ Researcher (formerly called, Editorial Research Reports)
Dictionary of Art
Encyclopedia of Applied Ethics
Encyclopaedia of Mathematics
Encyclopaedia of Religion and Ethics
Encyclopedia of African-American Culture and History
Encyclopedia of Aging
Encyclopedia of Alcoholism
Encyclopedia of American Foreign Policy
Encyclopedia of Banking and Finance
Encyclopedia of Bioethics
Encyclopedia of Black America
Encyclopedia of Chemical Technology
Encyclopedia of Computer Science and Technology
Encyclopedia of Crime and Justice
Encyclopedia of Cultural Anthropology
Encyclopedia of Education
Encyclopedia of Educational Research
Encyclopedia of Environmental Biology
Encyclopedia of Human Biology
Encyclopedia of Language and Linguistics
Encyclopedia of Latin American History and Culture
Encyclopedia of Learning and Memory
Encyclopedia of Library and Information Science
Encyclopedia of Management
Encyclopedia of Marriage, Divorce and Family
Encyclopedia of Mental Health
Encyclopedia of Microbiology
Encyclopedia of Military History
Encyclopedia of Multiculturalism
Encyclopedia of Molecular Biology and Molecular Medicine
Encyclopedia of Occultism and Parapsychology
Encyclopedia of Philosophy
Encyclopedia of Photography
Encyclopedia of Physical Education, Fitness and Sports
Encyclopedia of Psychology
Encyclopedia of Religion
Encyclopedia of Sedimentology
Encyclopedia of Sexual Behavior

--continued on next page

Encyclopedia of Sleep and Dreaming
Encyclopedia of Social Work
Encyclopedia of Sociology
Encyclopedia of Soil Science
Encyclopedia of Southern Culture
Encyclopedia of Special Education
Encyclopedia of Suicide
Encyclopedia of Telecommunications
Encyclopedia of The Third World
Encyclopedia of U. S. Foreign Relations
Encyclopedia of Virology
Encyclopedia of World Art
Encyclopedia of World Cultures
Encyclopedia of World Drama
Encyclopedia of World Literature in the 20th Century
Gale Encyclopedia of Multicultural America
Gallaudet Encyclopedia of Deaf People and Deafness
Grzimek's Animal Life Encyclopedia
Harvard Encyclopedia of Ethnic Groups
Illustrated Encyclopedia of Wildlife
International Encyclopedia of Business and Management
International Encyclopedia of Communications
International Encyclopedia of Higher Education
International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology
International Encyclopedia of Public Policy and Administration
International Encyclopedia of the Social Sciences
The Latino Encyclopedia
Man, Myth, and Magic
McGraw Hill Encyclopedia of Science and Technology
New Catholic Encyclopedia
New Grove Dictionary of Music and Musicians
New Grove Dictionary of Musical Instruments

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Encyclopedias and Dictionaries

Write your final project topic here _____

1. Select a general, multivolume encyclopedia, such as *Encyclopaedia Britannica, Encyclopedia Americana, World Book*, or other similar ones, in print or *Encyclopaedia Britannica Online* in electronic format. Write the title on the line below:

_____

a. What is the call number if in print? (Use USF database in WebLUIS):

2. a. Select an appropriate subject specialized encyclopedia suitable for your final project topic. Use EITHER the Subject Encyclopedias list in your packet, OR the reference book, *First Stop: The Master Index to Subject Encyclopedias* (Ref AE1.F57 1989), OR use the form subdivision "dictionaries" or "encyclopedias" after a subject in the USF database. Write the title of the encyclopedia chosen:

_____

b. What is the call number?:

3. Locate both the general encyclopedia and the subject specialized encyclopedia. Using the index volume to the encyclopedias, find an article on your final project topic in each encyclopedia.

Select the encyclopedia article that you think is best for your topic, then give:

a. Encyclopedia article citation (includes author and title of article, encyclopedia name, date of edition).

b. Write one citation from the bibliography of the encyclopedia article, if given.

e. Which encyclopedia provided the best coverage of the topic. Why? Please be specific and give some examples. Continue on back of page if necessary.

--continued

f. Does the Tampa Campus Library own the book listed in the encyclopedia bibliography (b. above)? YES NO (circle one) If yes, write the call number and location:

c.: call number: location:

4. Locate *CQ Researcher* in the reference room (Ref H 1. E3)

Find an article on your final project topic, or select another similar or related topic of interest if that topic is not found. (Such as if nothing on "Acid Rain" try "Water Pollution") Give:

a. Title and date of the article:

b. One aspect of the article:

c. Write one citation from the bibliography:

5. Find a subject specialized dictionary, located in the reference room, covering your final project topic. If none, find one on a similar or related topic.

a. WebLUIS search used (keyword or subject and search term):

b. Title of Dictionary

c. Call number of Dictionary:

d. Use the dictionary and write one word and definition:

6. Browse through the English language dictionaries in the reference room (call numbers beginning with PE). Note the variety available. Select one that interests you the most and write a brief statement about it.

--continued

FINAL PROJECT NOTES

Encyclopedia

How did you select and locate the encyclopedia for your final project topic? (LUIS/WebLUIS, *FirstStop*, List in workbook, etc. from question 1, and/or 2 above. You may substitute *CQ Researcher* here if you think the coverage was better in that publication. Or you can include two or all three.

How did you use the encyclopedia to find the article? (Encyclopedia Index term or electronic search term.

What did you find out about your topic from the article?

Copy the citation to the encyclopedia article from the worksheet. (From question 3a)

--End of assignment

Home Libraries Resources Services Help
Search A-Z List WebLUIS WebLUIS- USF

Finding Periodical Articles Using WebLUIS Databases

WebLUIS is a Web-based system that provides access to Catalogs, Databases and Gateway services of the libraries of the State University System of Florida. It uses a "point-and-click" method of searching via an attached mouse rather than typed commands. It offers enhancements to LUIS, such as links to databases with full-text material. Due to the licensing agreements, remote access to some of these electronic resources is only available to currently-enrolled USF students, faculty, and staff.

Contents

Accessing WebLUIS | Accessing WebLUIS Databases | Basic Search
Advanced Search | Retrieving Full-Text Articles
At Your Library? (Finding Articles Within the Library) | Printing

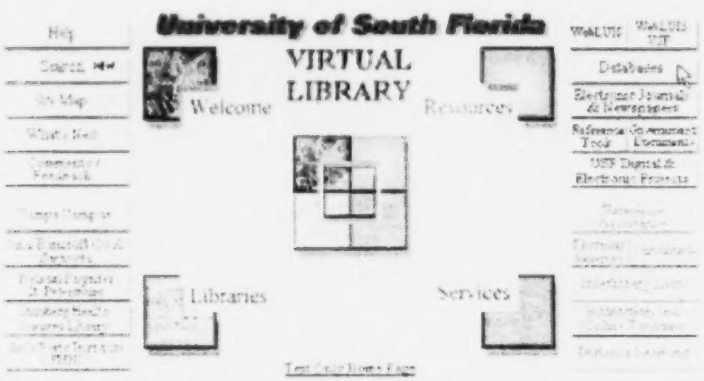
STEP ONE

WebLUIS databases can be accessed through the following address:

http://www.lib.usf.edu/virtual/

STEP TWO

To access WebLUIS databases from the Virtual Library, place the mouse arrow on Databases and click.

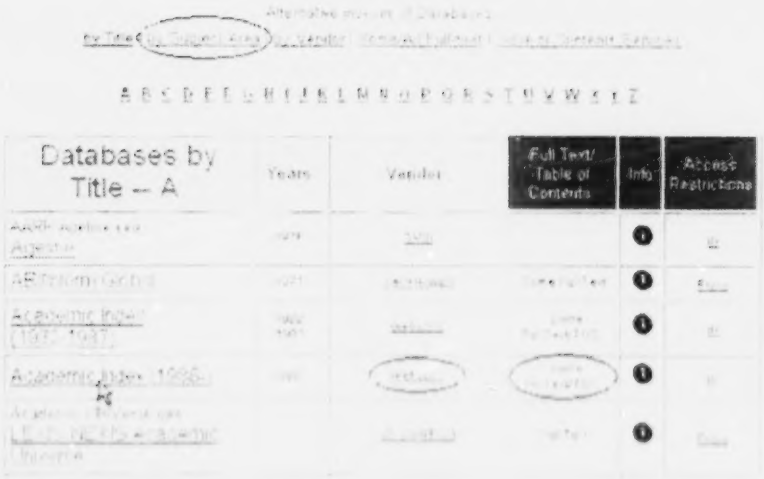


STEP THREE

Note: This helpsheet is designed *only* for those databases on the list that note "Webluis" as the vendor.

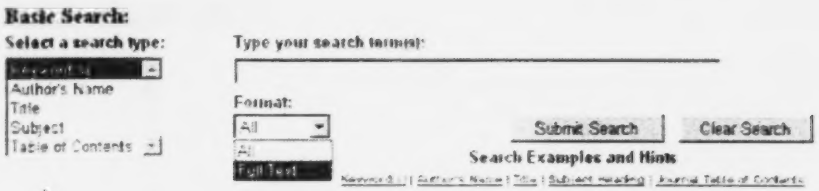
This alphabetical list of databases gives the database name, coverage years, vendor name, full-text availability, and access restrictions. To get more information about a particular database, click on the blue "i" button. These databases can be grouped by general subject by clicking on the "by Subject Area" link. Some Webluis databases, such as General Academic Index and Business Index, have full-text availability. To select a particular database move the mouse arrow over a particular database name and click.

BEST COPY AVAILABLE



BASIC SEARCH

A basic search screen will appear:

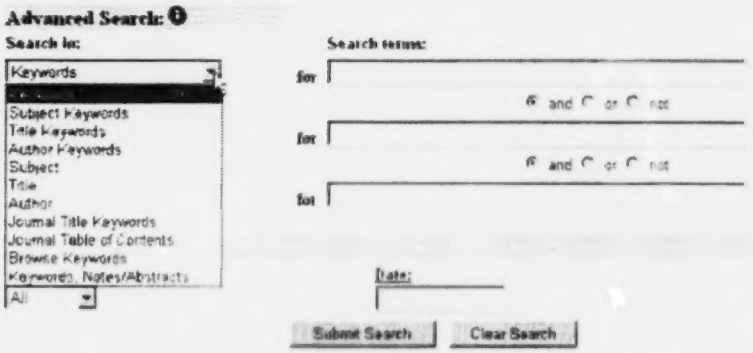


Click once in the search box to get a cursor. Type in your query. To narrow a search to only full-text articles, click on the down arrow in the box labeled Format. Highlight Full Text and click once. Be sure to click on Submit Search after you have typed in your query.

ADVANCED SEARCH

If you wish to narrow your search within other fields or to add additional search terms, click on Advanced Search under Search Modes. Click on the down arrow in the box labeled Keywords. Highlight a selection and click once.

NOTE: There may be different limit options depending upon the database you are searching.



A list of article titles or subject headings matching your search query will appear. Click on the article title or subject heading you wish to view.

RETRIEVING FULL-TEXT ARTICLES

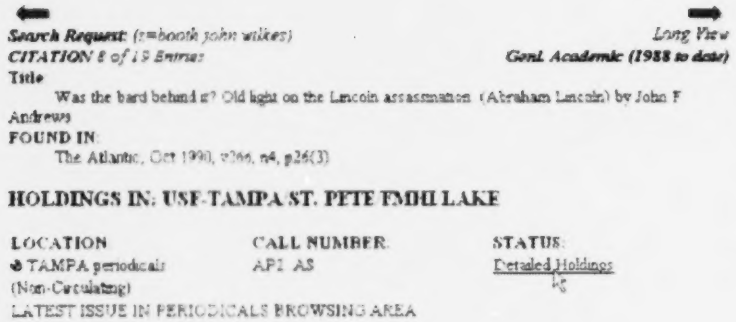
After you bring up an article record, click on Electronic Copy under Links to get the full-text of the article. If the record does not have an Electronic Copy link, see next step.

Or, if you'd like to return to your list of article titles, click on "Results List" in the "Command Options" column.

AT YOUR LIBRARY? (FINDING ARTICLES WITHIN THE LIBRARY)

If the article is not available in full-text, you need to see if the USF Libraries own the journal. To do so, click on "At Your Library?" in the "Command Options" column.

Next, click on Detailed Holdings to make sure the library has the issue you need. Note that the article citation with issue number is located at the top of the screen.



Search Request: (x=booth john wilkes) *Long View*
CITATION 8 of 19 Entries **Genl. Academic (1988 to date)**

Title
Was the bard behind it? Old light on the Lincoln assassination. (Abraham Lincoln) by John F Andrews

FOUND IN:
The Atlantic, Oct 1998, v266, n4, p26(3)

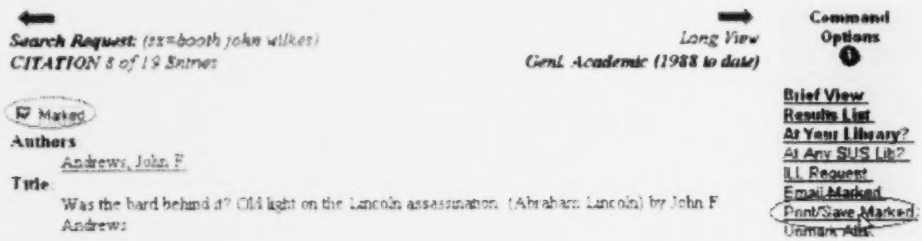
HOLDINGS IN: USF-TAMPA ST. PETE FMHI LAKE

LOCATION	CALL NUMBER	STATUS
TAMPA periodicals (Non-Circulating)	AP1 .A5	Detailed Holdings

LATEST ISSUE IN PERIODICALS BROWSING AREA

PRINTING

To print records from WebLUIS be sure to mark the records you want to print by clicking the mark box. When done marking records, click the "Print/Save Marked" command.



Search Request: (x=booth john wilkes) *Long View* **Command Options**
CITATION 8 of 19 Entries **Genl. Academic (1988 to date)**

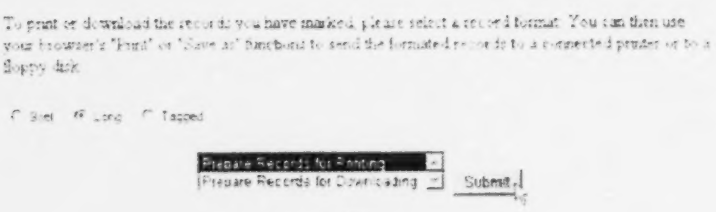
Marked

Authors
Andrews, John F

Title
Was the bard behind it? Old light on the Lincoln assassination. (Abraham Lincoln) by John F Andrews

Brief View
Results List
At Your Library?
At Any SUS Lib?
ILL Request
Email Marked
Print/Save Marked
Unmark All

If you wish to print the abstract or other extended information from a record, you will need to click the "Long" option. Next, choose the Prepare records for printing option and then click the submit button.



To print or download the records you have marked, please select a record format. You can then use your browser's "Print" or "Save as" functions to send the formatted records to a connected printer or to a floppy disk.

C Brief C Long C Tagged

Prepare Records for Printing
Prepare Records for Downloading
Submit

Click on File in the upper left corner of the screen. Click on Print. When the print window appears, click on OK.
The print command will send to the printer only what is on the page you are currently viewing. You will need a USF ID card or copy card to print within the library. Copies are $0.04 per page.

University of South Florida VIRTUAL LIBRARY

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UNIVERSITY OF SOUTH FLORIDA
LIS 2001 - J. Vastine
Assignment: WebLUIS Article Databases

Name _____

Select the "WebLUIS Indexes". Select one or more **appropriate** indexes and search the database(s) in WebLUIS to identify at least 2 periodical articles, NOT NEWSPAPER articles, on your final project topic. Give the following information for each in the space provided below:

a. Write the WebLUIS article database and search command used to identify the article.
b. Give the full bibliographic citation for the article (i.e. author and title of the article, title of the periodical, volume & issue number, date of publication, and inclusive page numbers).
c. Write one Library of Congress subject heading used to describe the article (use long view).
d. Use the appropriate command to determine if USF owns the journal and issue.
If owned, write the Tampa Campus Library call number for the periodical and specify format for the issue in which the article appears (e.g. bound volume, current issue, microfiche).

If the periodical or the issue is not available in the Tampa Campus Library, select another one that is available. If the article is available online, evaluate the article in terms of relevancy, timeliness, authority, and or objectivity. Record evaluation information on the final project notes page where specified.

1. a. Database/Search command (Subject or Keyword) circle one:

b. Citation: (Author(s). "Title of Article". Title of Periodical. Volume, date, pages)

c. Subject Heading given in the record:

d. Call Number (or online):

-continued on next page

2. a. Database/Search command: (Subject or Keyword) circle one

b. Citation: (Author(s). "Title of Article". Title of Periodical. Volume, date, pages)

c. Subject Heading given in record:

d. Call Number (or online):

6. Go to the appropriate floor of the library and find the periodical articles, if not available in electronic full text.

Write the first sentence of each, then evaluate both articles in terms of relevancy, timeliness, authority, and/or objectivity. Record this information in the "final project notes" section on the next page of this worksheet. **You must look at each article in order to evaluate it.**
If you cannot locate an article, choose another. It is strongly recommended that you find and evaluate more than two articles, but only two has to be recorded on this assignment.

FINAL PROJECT NOTES

PERIODICAL ARTICLES

What WebLUIS Article Databases were used to identify periodical articles on your final project topic? List all databases used:

Why did you decide to use these databases? (There should be a connection between database subject coverage and your final project topic).

-continued on next page

List the search commands involved in using these WebLUIS Article Databases. Include search terms and whether keyword or subject searching was done.

Locate the periodical. Write the first sentence of each article, then evaluate each article in terms of relevancy, timeliness, authority, and objectivity to your final project topic.
Continue onto the back of this sheet. You MUST actually read the article BEFORE evaluating it. Do NOT rely on the database abstract for evaluative information or words. Look for some biographical information about the author(s) as a help in determining authority. What you write here will be used on your final project, so invest some time with it.

--End of assignment

University of South Florida
Tampa Campus Library

ACCESSING THE USF VIRTUAL LIBRARY: WebLUIS and Beyond

URLS mentioned in this handout:

USF Virtual Library	http://www.lib.usf.edu/virtual
USF Virtual Library Dialup Information	http://www.lib.usf.edu/virtual/help/dialup.html
USF Distance Learners Library Services	http://www.lib.usf.edu/virtual/services/usfdistance.html
Electronic Reserves Help	http://www.lib.usf.edu/virtual/help/ereserves.html
AOL General Issues	http://www.lib.usf.edu/virtual/help/aol.html
Proxy Configuration Notes	http://www.lib.usf.edu/virtual/help/proxy.html
Email the Tampa Campus Library systems staff	help@lib.usf.edu
USF Academic Computing (includes Dialup help)	http://www.acomp.usf.edu

Basic Dialup Information for Currently-Enrolled Students, Faculty, and Staff
See USF Academic Computing's web site for complete information and complete dialup access instructions. (Click "*Dial-up Resources*" and then look for the section "*General Information*" or for your operating system "*Windows 98*," "*Windows 95*," "*Windows 3.1*," "*MS-DOS*," or "*Macintosh*") **http://www.acomp.usf.edu**

These instructions and modem pool numbers require that you have a valid USF host computer account in order to use them (i.e. a USF email account.) Faculty can register to use a special modem pool. Registration information is available under "*General Information*" on the "*Dial-up Resources*" page.

The Library also provides some Dial-up Access information **http://www.lib.usf.edu/virtual/help/dialup.html**

What is the USF Virtual Library **http://www.lib.usf.edu/virtual**

The University of South Florida Virtual Library provides access to electronic resources which include indexing/abstracting services, electronic journals, online reference materials, government documents, and digital collections unique to the University. Additional print and media resources are available onsite at each USF library. Print and media resources held by the USF Libraries can be identified by searching WebLUIS.

Who Can Use the USF Virtual Library?

The USF Virtual Library is available to all currently-enrolled USF students, faculty, and staff. Some of the resources, including WebLUIS (the State University System of Florida's online public access catalog), can be accessed by anyone regardless of affiliation. Almost all of the resources can be used onsite at any of the USF libraries by members of the general public – the exception: Electronic Reserve system.

Do I need a USF ID card to access the Virtual Library?

You will need your USF ID to access many of the commercial resources that are restricted to currently-enrolled USF students, faculty, and staff. Your USF ID card has a 14 digit number starting with "205" or "221." This is your "library patron barcode" number. You will need your USF ID card to borrow books and media and reserve material. You will also need your USF ID card in order to access EReserves (Electronic Reserves) both on and off campus. Read more about Electronic Reserves at http://www.lib.usf.edu/virtual/help/ereserves.html

If you are taking Distance Learning courses, you can read about obtaining a library ID card and other special

services at http://www.lib.usf.edu/virtual/services/usfdistance.html

What will I need to access all the Virtual Library resources from my home?

You will need a computer account with either the University or a non-USF Internet Service Provider such as AOL, Prodigy, Mindspring, etc. You will need a USF ID card in order to access all available databases

Using a USF Computer Account

You can use a USF computer account and USF's dialup access: Accounts and use of the modem is free. USF maintains modems at each campus. USF is unable to provide access to non-USF students for contractual reasons.

Using a non-USF Internet Service Provider such as AOL or Prodigy

(Be sure to read the information below about **Proxy**)

Some students and faculty choose to use a non-USF Internet Service Provider such as AOL, Mindspring, etc. These users may find themselves living outside the USF local dialing areas or may find that dial-up access at USF is a very limited resource and at times all USF modems on a modem pool may be in use. Those using non-USF internet service providers should read the section on **Proxy** below in order to access all available databases.

I'm using AOL as my Internet Service Provider. Do you have any tips for me?

The Library has help information for AOL users **http://www.lib.usf.edu/virtual/help/aol.html**

What's Proxy? When do I need Proxy **http://www.lib.usf.edu/virtual/help/proxy.html**

If you are using a ***non-USF internet service provider*** such as AOL or Prodigy, you will need to change some settings in your web browser in order to access all databases. Read the Proxy Configuration Notes for instructions on changing these settings. The Libraries' proxy server authenticates you as a valid USF user and assigns you a temporary University of South Florida IP address.

Your USF Patron ID Barcode must be active in two places: the Circulation Department's database of Patron Barcodes AND the proxy database. Having problems with your Barcode?

- If you get a "*proxy authorization failed*" message — email **help@lib.usf.edu** with your name and your 14-digit barcode number.
- Other problems? — email refmail@lib.usf.edu or call the Reference desk at 813-974-2729 for assistance.

Some of the databases needing proxy configuration settings with non-USF accounts: Electronic Reserves; Britannica Online; Academic Index; Lexis-Nexis' Academic Universe

Access to "Classic" LUIS *(Many search features are only available via WebLUIS)*

TN3270: nermvs.nerdc.ufl.edu (recommended)

TELNET: luis.nerdc.ufl.edu, log in as luis.

There is a separate modem pool for Tampa Campus access to LUIS: 615-4300

Settings are: 8 Data Bits, No Parity, and 1 Stop Bit

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: USF Virtual Library Databases

1. Visit the USF Virtual Library homepage (http://www.lib.usf.edu/virtual/). Select " databases" , then click on "by subject area". Choose one or more of the online services, **other than WebLUIS**, then write the name(s) of those databases most appropriate for finding **periodical articles,** not newspaper articles, on your final project topic. Use ⓘ (the "I" ball) to get information about each of the databases. Note that this list of databases includes all databases that in some way or another will provide information on that subject area, and that some databases are more subject specific than others. Select the most appropriate database(s) for your final project topic.

2. Write the name(s) of the database(s) you selected to use. If you use more than one, indicate the database used next to the citation for the periodical article.

3. Why did you select this (these) database(s)?

a. Write the full citation for 3 or more **periodical articles** , NOT newspaper articles, that seem to be most relevant to your final project topic, and that are available either as electronic full-text or owned by the Tampa Campus Library in print format. Use the USF database in WebLUIS to determine availability if not available electronically.

After you have determined availability of the articles, write the citations in the final project notes section on the next page of this worksheet. Citations to periodical articles include author and title of the article, title of the periodical, volume, issue, (day), month, year, and inclusive pages.

b. Read each article in electronic full-text, or in print format. **After you have read the article**, write the first sentence then evaluate the article in terms of relevancy, timeliness, authority, and/or objectivity (RTAO). Record this information in the "final project notes" section of this worksheet.

--Continued

FINAL PROJECT NOTES

PERIODICAL ARTICLES (not newspaper articles)

Write Citations to the most relevant articles, and call numbers for print format:
(Author(s). "Title of Article". Title of Periodical. .Volume, issue, date, pages)

1.

2.

3.

After reading each article, write the first sentence of the article then evaluate the article in terms of relevancy, timeliness, authority, and objectivity.

1. First Sentence:

   RTAO Evaluation:

2. First Sentence:

   RTAO Evaluation:

3. First Sentence:

   RTAO Evaluation:

End of Assignment

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Online Newspaper Databases

Using *Academic Universe* **OR** *ProQuest Direct* through the USF Virtual Library, **OR** a CD-ROM workstation along the back wall in the Reference Room, identify **newspaper articles**, NOT periodical articles, on your final project topic. If you cannot find newspaper articles on your final project topic, write the search terms and databases you tried, then identify an article on a similar or related topic.

a. Newspaper database selected:

b. Search terms used:

1. Perform a search in this database.

a. Write the first sentence of the newspaper article:

b. Cite the article giving the author (if listed); headline of the article; newspaper name; day, month, year of newspaper; edition; section and page number.

c. Evaluate this article in terms of relevancy, timeliness, authority and/or objectivity. Record this statement in the "final project notes" section of this worksheet.

--Continued

FINAL PROJECT NOTES

What database did you use to find newspaper articles on your final project topic?

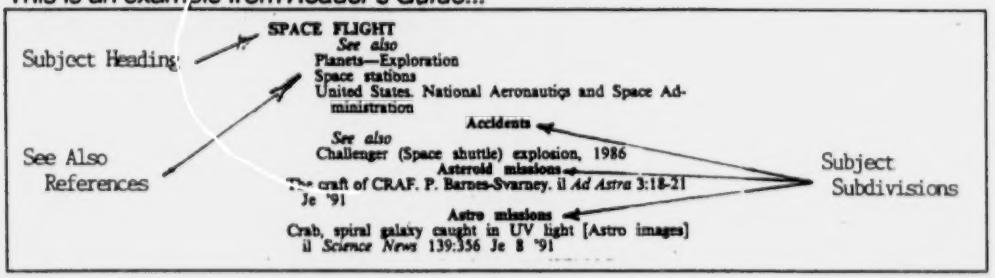
How was the database selected and **why** was it selected?

Evaluate this article in terms of relevancy, timeliness, authority, and objectivity

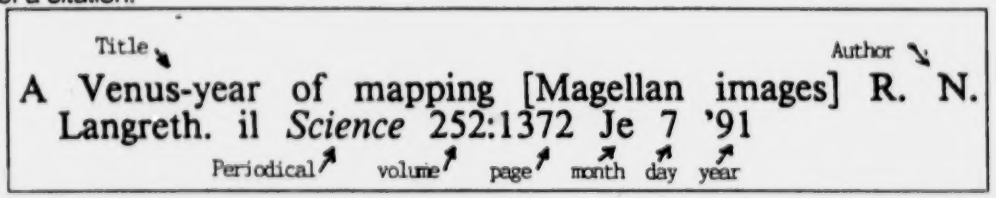
End of Assignment

SERIAL - A publication that comes out at intervals
PERIODICAL - A publication that comes out more frequently than once a year. (includes magazines and journals.
MAGAZINE - A periodical designed to appeal to popular reading tastes.
JOURNAL - A periodical with a subject specialty. Often scholarly in nature.

PERIODICAL INDEXES - identifies articles published in specific periodicals.
Readers' Guide to Periodical Literature indexes the contents of popular magazines, such as *National Geographic, Newsweek, Sports Illustrated.*
This is an example from *Reader's Guide...*


Subject Heading
SPACE FLIGHT
See also
Planets—Exploration
Space stations
United States. National Aeronautics and Space Administration
See Also References
Accidents
See also
Challenger (Space shuttle) explosion, 1986
Asteroid missions
The craft of CRAF. P. Barnes-Svarney. il Ad Astra 3:18-21 Je '91
Astro missions
Crab, spiral galaxy caught in UV light [Astro images] il Science News 139:356 Je 8 '91
Subject Subdivisions

The following example of a citation to a periodical article from *Readers' Guide* illustrates the various parts of a citation.



SUBJECT SPECIALIZED INDEXES, function like *Readers' Guide* , but index the contents of subject oriented periodicals, such as *Psychological Reports, Communication Quarterly,* etc.

To be able to identify and select specialized indexes, it is necessary to be able to categorize information wanted into subject areas. For example:

"Teaching techniques" applies to EDUCATION use *Education Index*
"Marketing" applies to BUSINESS use *Business Periodicals Index.*

Indexes can be identified in 3 ways:

1. **COMMON SENSE METHOD**
   Use the List of Indexes
   and scan titles for subject area needed.

2. **ONLINE CATALOG METHOD**
   Use "Form Subdivision" after subject needed:
   (subject)--periodicals--indexes

3. **ULRICH'S METHOD**
   Periodical titles are listed within subject areas. Information about them includes where the periodical is indexed

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Printed Indexes, Abstracts, Newspaper Indexes

1. Use the "printed indexes list" on the Reference Room wall near room 118 to identify subject specialized INDEXES and ABSTRACTS that will identify periodical articles on your final project topic. List all that you think are applicable:
Give Titles and call numbers for each:

2. Locate one or more of the indexes or abstracts listed above in the reference room.
If more than one index is used, specify name of index next to citation below.

3. Use a printed Index or abstract to identify periodical articles, NOT newspaper articles, on your final project topic. Write citations below to three (3) or more articles that seem most relevant to your final project, not just any three articles.

Using the USF database on WebLUIS, write the call number and format of the volume (current, bound, microfiche, or microfilm) for all 3 article citations, if owned by the Tampa Campus Library. If available and used as electronic full text, please note that in place of a call number. At least one MUST be available in the Tampa Campus Library.

1. Citation and call no.

2. Citation and call no.

3. Citation and call no.

-----Continued

4. Locate in the Reference Room (use the printed indexes list on the wall) and use one of the following newspaper indexes, **in print format**, not electronic, to find information on your final project topic. If you cannot find anything on your final project topic, write name of indexes used and the search terms you tried, then select a similar or related topic to identify articles..

Chicago Tribune	Christian Science Monitor	Los Angeles Times
New York Times	Wall Street Journal	Washington Post

a. Newspaper index title and date used:

b. Subject Heading used and headline or article summary:

c. Month Day: Section: Page: Column:

Now that you have identified the periodical and newspaper articles, locate the articles on the second floor of the library:

5. Go to the appropriate floor of the library and find at least one (1) periodical article identified in question 3 above. After looking at the article, write the first sentence of the article, then evaluate the article in terms of relevance, timeliness, authority, and objectivity. Record this information in the "final project notes" section of this worksheet.

6. Locate the actual newspaper on microfilm and write the exact headline and first three words of the article for the article identified in question 4 above.

Headline:

First 3 words of article:

----Continued

FINAL PROJECT NOTES

PERIODICAL ARTICLES

What printed indexes were used to identify periodical articles on your final project topic. List all the titles used.

How did you search the printed index (subject term, subdivisions, arrangement of the printed index, etc).

Evaluate the article in terms of relevance, timeliness, authority, and objectivity.
It is highly recommended that you locate and evaluate more than one article for use in your final project. These can be listed on the back of this sheet.

1. Citation:

First sentence:

Evaluation:

--Continued

FINAL PROJECT NOTES

NEWSPAPER ARTICLES

What printed index was used to identify newspaper articles on your final project topic.

How did you search the printed index (subject term, subdivisions, arrangement of the printed index, etc).

Evaluate the article in terms of relevance, timeliness, authority, and objectivity

--End of Assignment

printia

World Wide Web Sites
for LIS 2001 Students

http://searchenginewatch.com	Search Engine Selection
http://www.sou.edu/library/cybrary/search.htm	Search Engine Selection
http://www1.zdnet.com/complife/fea/9708/findny39.html	Search Engine Selection
http://www.itcs.com/topten	Search Engine Comparison
http://lib.nmsu.edu/staff/susabeck/cat.html	Evaluating information on the web
http://www.lib.lfc.edu/evalweb.html	Evaluating information on the web
http://www.library.ucsb.edu/untangle/eagan.html	Untangling the web
http://www.isoc.org/guest/zakon/Internet/History/HIT.html	Internet history
http://www.yahoo.com	Yahoo search engine
http://www.mapquest.com	Find a location on a map
http://www.michaels.com/internote/create.html	Create an e-mail greeting card
http://www.naa.org/hotlinks/index.asp	Today's newspapers
http://rio.atlantic.net/~bdarl/learn.htm	Links for learning the internet
http://www.hotsheet.com	More internet links
http://www.eskimo.com/~jlubin/index.html	And more internet links
http://www.eBLAST.com	*Encyclopedia Britannica's* Internet Guide

Terminology

HTML - HyperText Markup Language
The standard markup language for documents made available to the World Wide Web (WWW). When accessed by a www browser, such as Netscape, the html document will display formatting, graphics, and links to other documents.

HTTP - The HyperText Transfer Protocol, as well as the server software that implements it, for hypertext browsing on the World Wide Web.

URL - Universal Resource Locator. A standard for expressing jumps to remote resources, as well as the method by which the web server retrieves information. It specifies the type of server to contact (such as an HTTP server on the world wide web, as well as the exact location of the file at the host named:

```
http://www.library.ucsb.edu/untangle/eagan.html
  \          \              \
   \        host            file
    http server on the world wide web
```

World Wide Web Browser - a software program such as Netscape, Internet Explorer, etc

UNIVERSITY OF SOUTH FLORIDA
LIS 2001 - J VASTINE
ASSIGNMENT: Internet

Name _____

1. Using *Netscape,* open the URL, **http://searchenginewatch.com** or **http://www.sou.edu/library/cybrary/search.htm**
Here you will find descriptions of various internet search engines. After learning about several available search engines, select one that you feel will best assist you in locating information on your final project topic.

a. Write the name of the search engine selected and explain why you chose it.

b. Find information on your final project topic. Describe how you used the search engine to identify the information.

c. Describe what you found about your final project, and how it is useful for your final project. Give the name of the web site and the URL. Please write this neatly, clearly and accurately, noting that use of uppercase/lowercase letters are important. If I cannot enter the URL and get to the web site, I cannot grade this section of the assignment, and it will have to be redone.

d. Evaluate the information found in terms of relevancy, timeliness, authority, and objectivity.

2. Compile a list of 5 OTHER web sites that would also be useful in getting information on your final project topic. Include name and URL for each. Remember that URLs are upper/lower case sensitive. Please write neatly.

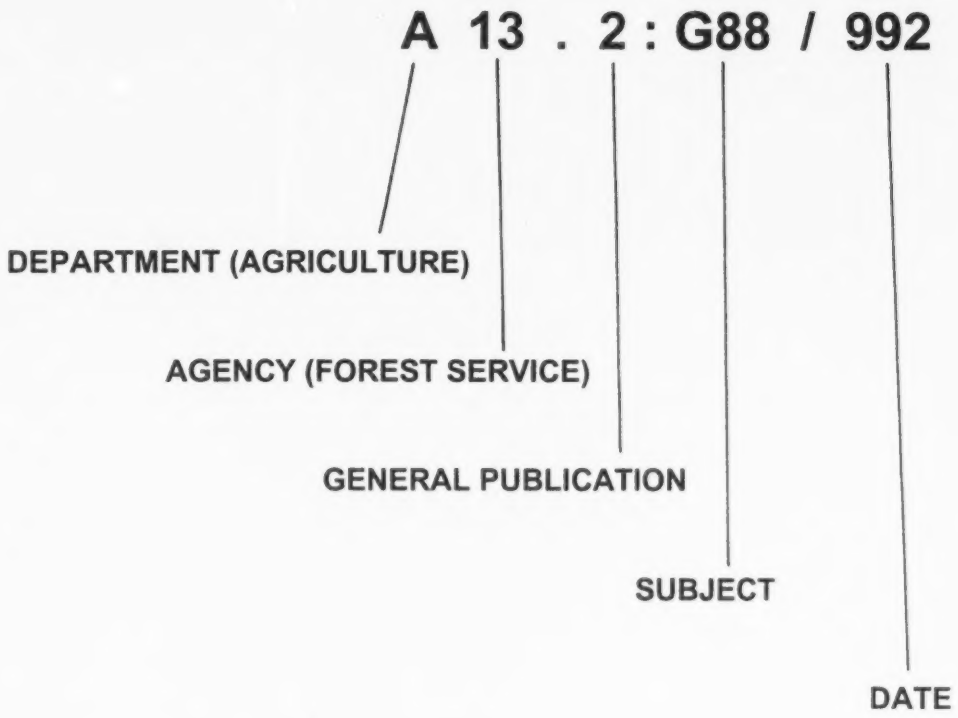
End of Assignment

SUPERINTENDENT OF DOCUMENTS CLASSIFICATION

A	AGRICULTURE DEPARTMENT
C	COMMERCE DEPARTMENT
D	DEFENSE DEPARTMENT
E	ENERGY DEPARTMENT
ED	EDUCATION DEPARTMENT
EP	ENVIRONMENTAL PROTECTION AGENCY
GS	GENERAL SERVICES ADMINISTRATION
HE	HEALTH AND HUMAN SERVICES DEPARTMENT
I	INTERIOR DEPARTMENT
J	JUSTICE DEPARTMENT
L	LABOR DEPARTMENT
LC	LIBRARY OF CONGRESS
NAS	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
Pr	PRESIDENT
S	STATE DEPARTMENT
SI	SMITHSONIAN INSTITUTION
T	TREASURY DEPARTMENT
TD	TRANSPORTATION
VA	VETERANS ADMINISTRATION
Y	CONGRESSIONAL PUBLICATIONS

SUDOCS CALL NUMBER

Title of document: Grizzly, Grizzly, Grizzly, Grizzly



UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J.Vastine
Assignment: U.S. Government Publications

Search for government publications on your final project topic. If you cannot find anything,

pick another topic of interest to you and write it here:_____ __

1. Use **WebLUIS** to identify government publications on your final project topic. Write the citations and SUDOCS number for 3 publications appropriate to your topic:

   1.

   2.

   3.

2. Find any one of the publications identified in print on the documents shelves, or on microfiche. At least one publication must be found.

   a. Write the SUDOCS number for the document you found and then write a description of the document.

   b. Write a short statement as to how this publication would be useful for your final project topic. Record this information in the "final project notes" section of this worksheet.

3. While in the documents stacks, find one publication for each of the beginning SUDOCS numbers below, and give the title and publishing DEPARTMENT for each.

   a: C 51.9

continued on next page

b. HE 20.4010

c. I 29.6

e. J1.14

f. W 45.5

g. Y4.Ed8

Statistical data is useful, and often necessary, to include in research reports. The U. S. Government is a major source of statistical data.

4. Use a recent volume of *Statistical Abstract of the United States* in print or in electronic format, or any other statistical source listed on the government documents page of the USF Library home page (http://www.lib.usf.edu/virtual/govdocs/statistics.html)

Give:

a. A statistic useful for your final project topic:

b. Edition of *Statistical Abstracts* used and page number where information was found, or name of source if other than *Statistical Abstracts*:

c. Original source of information (cited at bottom of table in *Statistical Abstracts*):

5. Use a recent year of *Congressional Universe*, through the Virtual Library, to identify a **congressional hearing** on your final project topic, or other topic of interest.

a. How you found the information in that source (in detail that I can replicate the search)

b. Full title of the hearing:

--continued on next page

FINAL PROJECT NOTES

GOVERNMENT PUBLICATIONS

How did you search WebLUIS to identify the government publication found in question 1? (subject, keyword, author, etc.)? What were the limits and search terms used? And, if you want to use information found in questions 4 or 5, explain how that information was found.

Write a short statement about the usefulness of this (these) government publication(s) to your final project topic.

----End of Assignment

docsl

U.S. Government Publications

Statistical Sources

- *Statistical Abstracts of the United States:*
  (Docs. C3.134:) current at Docs Desk
  (Ref. HA 202.U5) current only at Ref Desk
  Online from USF Virtual Library
  Online in *Statistical Universe* available through USF Virtual Library
- *FedStats* and a range of others - Online from USF Virtual Library
- *Statistical Universe* - Online from USF Virtual Library
- *American Statistics Index (ASI)* - In Print (Docs Z 7554.U5A46)

Congressional Publications

Congressional Universe - Online through USF Virtual Library or the WebLUIS Homepage

CIS Index In Print (Docs. KF 49.C62)

Evaluation of Sources

Book review sources include:

Z1219.B6 *Book Review Digest* - in print format and electronically through the Virtual Library

Z1035.A1B6 Book Review Index - in print format

General Academic Index (as a LUIS/WebLUIS Database - search as title of book)

Printed Indexes by H.W. Wilson Co. (on the last few pages of each issue)

Newspaper Indexes in print or electronic format

Biographical Information on authors can be found by using

Z5305.U5B57 *Biography and Genealogy Master Index* (Located in ready reference) also available electronically from Galenet or through the Virtual Library.

Z5301.B5 Biography Index - in print form and electronically through the Virtual Library

Periodical Indexes in print or electronic format

Newspaper indexes in print or electronic format

Biographical information of authors is often included in the book or in the periodical article

Other Sources useful for evaluative information

Books listed in a selective bibliography (such as found with an encyclopedia article)

Use citation indexes (Web of Science Database) to see if an author is being cited frequently by peers

Ulrich's International Periodicals Directory provides a list of referred journals. Z6941.U4 in print form and electronically through the Virtual Library

UNIVERSITY OF SOUTH FLORIDA
LIS 2001 - J. Vastine
Assignment: Evaluation of Sources

Name _____

Using past assignment sheets, select one or more books and one or more periodical articles on your final project topic. Formally evaluate one book and one periodical article. If you cannot find evaluative information on any of them, list all of the sources you used in searching for information. Use one or more of the following to locate evaluative information.

Book review sources include:

Book Review Digest - in print form and electronically through the Virtual Library
Book Review Index
General Academic Index (as a LUIS/WebLUIS Database - search as t=title of book)
Printed Indexes by H.W. Wilson Co. (on the last few pages of each issue)
Newspaper Indexes in print or electronic format

Biographical Information on authors can be found by using

Biography and Genealogy Master Index in print and through the Virtual Library
Biography Index - in print form and electronically through the Virtual Library
Periodical Indexes in print or electronic format
Newspaper indexes in print or electronic format
Biographical information is often included in the book or in the periodical article

Other Sources useful for evaluative information

Books listed in a selective bibliography (such as found at with an encyclopedia article)
Use citation indexes to see if an author is being cited frequently by peers
Ulrich's International Periodicals Directory provides a list of referred journals

1. Write the citation for one book. Give as many reasons as you can find from the sources above, and from the sources referred to by those sources, why this book is or is not considered authoritative. Be specific and list all the sources used to evaluate the book. (For example, if you use *Book Review Index* to identify a book review in a periodical, it will be necessary to find the periodical and read the review, then list both the index and the periodical citation for the review, and summarize what you read in the review). If no information is found using all appropriate sources listed above, list each one and tell how you searched each one.

--continued on next page

2. Write the citation for one periodical article. Give as many reasons as you can find from the sources above, and from the sources referred to by those sources, why the author is or is not considered authoritative, and/or whether or not the periodical itself is considered authoritive. Be specific and list sources used to find information on the author or the periodical. (For example, if you use *Biography and Genealogy Master Index* to identify a biographical sketch in *Who's Who in America*, list both sources and summarize information found in the biographical sketch). If no information is found using all appropriate sources above, list each one, and tell how you searched each one.

b:eval2

--End of Assignment

UNIVERSITY OF SOUTH FLORIDA Name _____
LIS 2001 - J. Vastine
Assignment: Indexes to Collections/Bibliographies

1. Use the USF database in LUIS/WebLUIS to get the call number for *Essay and General Literature Index (EGLI)* and locate it in the in the reference stacks, OR electronically through the Virtual Library. Select a subject on your final project topic or other topic of interest to you.

a. Topic selected:

b. Printed EGLI volume, date, page of index used, or how found in electronic database.

c. Author and title of essay:

d. Editor, Title of book containing the essay:

e. Pages of book where essay will be found:

f. Turn to "List of Books Indexed" in the back of printed EGLI, or from electronic version, write the publisher and year of publication for the book listed in 1d above:

g. Place of Publication, call number and location for the book if owned by the Tampa Campus Library:

2. Use the USF database in LUIS/WebLUIS to get the call number of either *Columbia Granger's Index to Poetry*, or *Speech Index*, and locate it in the reference stacks. Identify a poem or speech on a SUBJECT of your choice.

a. Subject selected:

b. Call number of index used:

c. edition, and page where poem or speech was found in either

--Continued

Speech Index edition:

page number:

or

Columbia Granger's Index to Poetry edition:

Subject Index section page number

d. Author and title of poem or speech:

e. "Symbol(s)" for anthology(ies) containing poem or speech. (list more than one, if more than one is given)

f. Author and title of one anthology.

g. USF Library call number and floor location for that anthology, if owned.

--continued on the next page

3. Use the USF database in LUIS/WebLUIS to identify a book-length bibliography on your final project topic, or other topic of interest to you if there are none for your topic.

a. LUIS search term used (keywords, subject heading, etc)

b. Citation for the book-length bibliography

c. Call number and location:

4. Identify and locate *Bibliographic Index* (BI) in the Reference Room. Identify a bibliography in either a book or a periodical on your final project topic or another topic of interest to you. Write:

a. Subject heading used in BI:

b. Volume, page and year of BI used:

c. Complete citation to book or periodical article cited:

d. Call number and location if owned by any USF library:

--End of assignment

collbib

OTHER REFERENCE SOURCES
A selected list for LIS 2001

Almanacs and Yearbooks - An almanac is a collection of miscellaneous facts and statistical information. A yearbook, also called an annual, presents the events of the past year in concise form.

Book of the States	JK 2403.B6
Britannica Book of the Year	AE 5.E62
Chase's Annual Events	D 11.5.C48
Europa World Year Book	D 2. E81 (Ready Reference)
Facts on file: World News Digest	AI 3. F3
Guinness Book of Records	AG 243.G8
National Directory of State Agencies	JK 2443.N37
Negro Almanac	E185.N385 1989
Peoples Chronology	D 11.T83 1992
Statesman's Yearbook	JA 51.S7
World Almanac	AY 67.N5W7 and electronic version through the Virtual Library

Handbooks and Manuals - Difference between the two is slight. A handbook generally gives a mass of facts built around a single subject. A manual tells you how to do something.

Emily Post's Etiquette	BJ 1853.P6
Famous First Facts	AG 5.K315
Florida Handbook	F 306.F597 (Ask at Ref Desk)
Gale Book of Averages	HA 155.G34 1994
Guinness Book of Answers	AG 6.G85 1989
Handbook of Chemistry and Physics	QD 65.H3 (Ready Reference)
MLA Handbook for Writers of Research Papers	LB 2369.G53 1999 (Ready Reference)
Nelson's Complete Concordance of the Revised Standard Version of the Bible	BS 425.E4
New York Public Library Desk Reference	AG 6/N49 (Ready Reference)
Physicians Desk Reference	RM 671.A1P48 (Ready Reference)
Complete Resume Guide	HF 5383.F34 1994
Roberts Rules of Order	JF 515.R692 1990
Encyclopedia of How it Works	T 47.E53
The Internet Complete Reference	TK 5105.I57H34 1996
Writer's Market	PN 161.W83 (Ready Reference)

Directories - List the names and addresses of persons, organizations or institutions.

Career Guide	HF 5382.5.U5D86
College Blue Book	L 901.C676 (Ready Reference)
Encyclopedia of Associations	AS 22.E5 (Ready Reference) and electronic version called *Associations Unlimited* through the Virtual Library
Foundation Directory	AS 911.F64 (Ready Reference)
Parks Directory	E 160.S65
Thomas' Register of American Manufacturers	T 12.T6 and electronic version at www4.thomasregister.com

Atlases, Gazetteers, Guidebooks - an atlas is a volume of maps, a gazetteers provides geographical information and data about places, and a guidebook is similar to a gazetteer, but incluces information that is strictly local that is not found in gazetteers.

Fodor's Bermuda	F 1632.F6
Historical Atlas	G 1030.S4
New York Times Atlas of the World	G 1021.N57
Merriam-Webster's Geographical Dictionary	G 103.5.W42 1997

Quotation Books - Provide appropriate quotations for speeches or papers, and provide the correct wording, author, and source of a given quotation.

Familiar Quotations (John Bartlett)	PN 6081.B27 1992

--Continued

UNIVERSITY OF SOUTH FLORIDA NAME_____
LIS 2001 - J. Vastine
ASSIGNMENT: Other Reference sources

Other types of reference sources include:

Almanacs and Yearbooks
Handbooks and Manuals
Atlases, Gazetteers, and Guidebooks
Directories
Quotation Books

Using your final project topic, and using any three of the types of sources listed above, and/or the titles listed on the next page, find information about that topic. You may substitute another topic if your final project topic is not covered by these sources.

1a. Topic:

b. Type of reference source:

c. Title and call number of reference source:

d. Write one fact, statistic, etc about your topic found in the reference source:

2a. Topic:

b. Type of reference source:

c. Title and call number of reference source:

d. Write one fact, statistic, etc about your topic found in the reference source:

3a. Topic:

b. Type of reference source:

c. Title and call number of reference source:

d. Write one fact, statistic, etc about your topic found in the reference source:

--Continued

FINAL PROJECT NOTES

SPECIALIZED REFERENCE BOOKS

What type of specialized reference book did you use to find information on your final project topic?

How was the source selected and located?

What information did you find that contributes to your final project topic?

--End of Assignment

otherref

UNIVERSITY OF SOUTH FLORIDA NAME _____
LIS 2001 - J. Vastine
ASSIGNMENT: Self-Guided Tour of the LMC

1. Use the USF database in LUIS/WebLUIS to search by keyword (k=) and format (fmt=) to find an item in audio/visual format (cassette tape, cd, videorecording, kit, etc). suitable for use with your final project topic (or other topic of interest to you).

   a. Search term used:

   b. Title:

   c. Format:

   d. Call number:

2. Locate and browse the collection of "kits". Select one of interest to you and write the title, call number. Briefly describe it.

3. Locate and browse the collection of videorecordings. Select one of interest to you and write the title and call number.

4. Locate and browse the language lab area. Write three (3) types of equipment used for viewing or listening.

5. Locate and browse the "art print" collection. Describe one print of interest to you.

--End of Assignment

USF Tampa Campus Library Access Services

Tampa Campus Library Circulation Services and Policies

Your USF ID card is accepted as a library card at the following locations:

- Tampa Campus Library (TCL), including the Library Media Center (LMC);
- Health Science Center Library (Tampa);
- Florida Mental Health Institute Library (Tampa);
- Poynter Library (St. Petersburg);
- Jane Bancroft Cook Library (Sarasota);
- University of Tampa Library (Tampa);
- Polk Community College Library (Lakeland); and
- any State University System library according to their specific policies.

Please Note. The following information pertains to the Tampa Campus Library only. Other libraries' policies may differ. Avoid stress and consternation: check with the lending library to verify specific policies and services.

Loan Period and Number of Items Allowed

Patron Category	Loan Period	Maximum Items Allowed
Undergraduate Students	Three (3) Weeks	20
Graduate Students	Six (6) Weeks	35
Faculty	Materials are due in March & September	100
Adjunct Faculty	Materials are due at the end of each semester	50
Staff	Six (6) Weeks	20
All Patron Categories: Leisure Reading Collection	Three (3) Weeks	Not Applicable
LMC: All Patron Categories	Videos: Seven (7) Days All Other Materials: Three (3) Weeks	5 Media Items

Please Note: Recall Due Dates Supercede All Other Loan Periods/Due Dates

Renewals

Tampa Campus Library

Renewals are processed in person, via Email at **renewal@lib.usf.edu**, or via the Web at **http://www.lib.usf.edu/accsvc/renform.html**. The TCL permits unlimited renewals. Materials held or recalled for another patron may not be renewed. With the exception of current BIS students, telephone renewals are not permitted.

Library Media Center

Videos and audio books may not be renewed. All other items may be renewed either in person or via the Web at **http://www.lib.usf.edu/lmc/renuform.html**.

Fines

Tampa Campus Library

The TCL charges 25 cents per book per day for overdue books. Fines may payed by cash or check at the Circulation Desk during operating hours, with the exception of one hour before

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closing. Materials borrowed via Interlibrary Loan incur an immediate $10.00 per item fine and temporary suspension of library privileges. Fines in excess of $20.00 results in temporary suspension of library privileges. Recall due dates supercede the original due date -- FINES ARE BASED ON THE RECALL DUE DATE.

Library Media Center

Videos incur fines at a rate of $2.00 per video per day. All remaining LMC materials incur fines at a rate of 25 cents per item per day.

Lost Materials

You are responsible for lost material replacement costs. To avoid additional fine accrual, immediately report lost materials to the Circulation Desk. Failure to return or renew overdue materials results in their being deemed "lost" and billed to you. Delinquent charges are sent to Accounts Receivable and must be paid in the Cashier's Office.

Obtaining Materials Not Owned By the Tampa Campus Library

You may request materials not held by the Tampa Campus Library using the services of the Regional Exchange Center (REC) or Interlibrary Loan (ILL). Online request forms are available at **http://www.lib.usf.edu/services.html** .

Regional Exchange Center (REC)

REC borrows materials from our regional campuses (i.e. St. Petersburg, Sarasota, Health Sciences, Lakeland, and FMHI). Books must be requested from your home campus REC office. With few exceptions, the materials are available within 3-5 days. Books may be checked out (in person) using your USF ID card. You may return or renew books at any regional USF campus. Articles are mailed directly to you.

Interlibrary Loan (ILL)

ILL borrows materials NOT owned by the USF Library system. You must be currently enrolled/employed to use this service. Materials must be requested from your home campus ILL office. With few exceptions, the materials are available within 2-4 weeks. Books may be checked out (in person) using your USF ID card. You MUST return books to your home campus ILL office. Articles are mailed directly to you.

Holds and Recalls

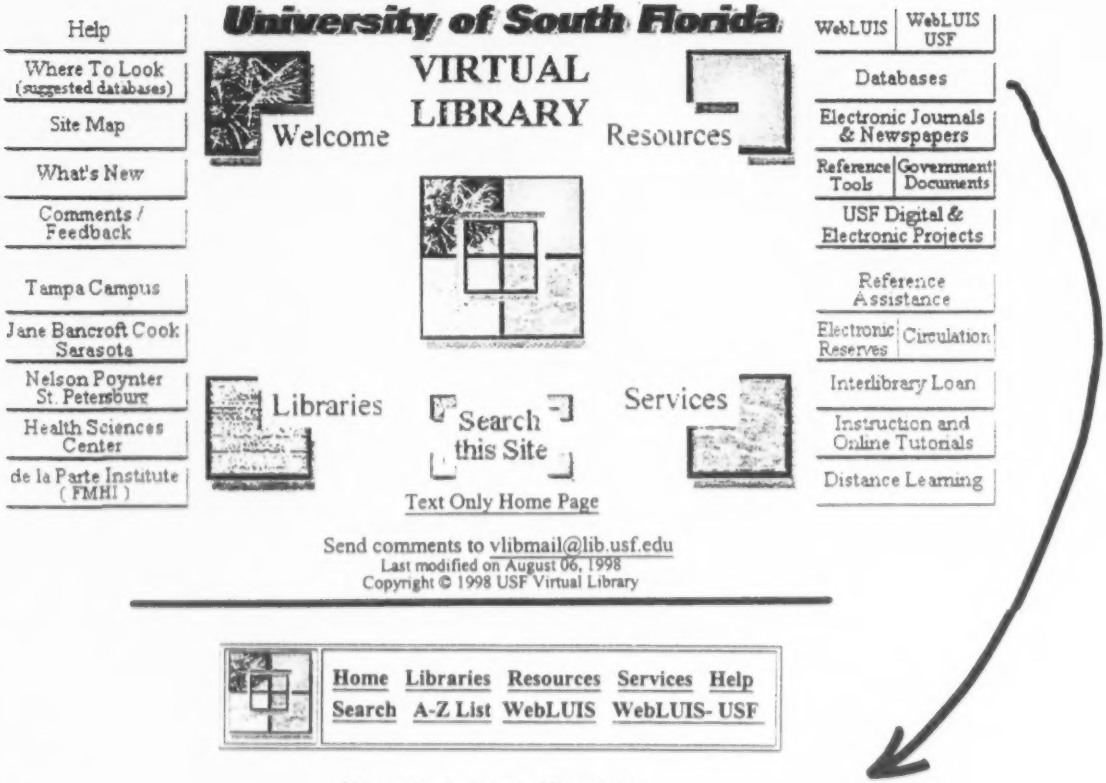
Materials identified by LUIS as being on loan may be held or recalled for you after the patron in possession has had the item for two weeks. Web-based hold and recall forms are available at **http://www.lib.usf.edu/accsvc/recall.html**.

Please Note: Recall due dates supercede the original due date. Please return recalled items immediately to avoid incurring fines.

Proxy and Family Cards

Patrons may extend their privileges to a student assistant, secretary, or family member by requesting a proxy/family card. To accomplish this, send the individual to your home campus Circulation Desk with the following information: your name; your Social Security number OR USF ID card number (begins with the numbers "205"); the individual's name, and the date you wish the proxy/family card to expire. Please note: the patron requesting the proxy/family card is fully responsible for materials charged to his/her account by the designated individual.

Home | | **Search**



Alternative indexes of Databases:
| by Title | by Subject Area | by Vendor | Some/All Full-text | Table of Contents Services |

Databases by Subject

Africana Studies	Anthropology	Art	Architecture
Biology	Business	Chemistry	Classics
Communication	Communication Sciences & Disorders	Computer Science	Criminal Justice
Dance	Education	English	Engineering
Environmental Sciences & Policy	General & Multidisciplinary	Geography	Geology
Gerontology	History	Humanities & American Studies	International Studies
Languages & Linguistics	Law & Government	Library & Information Science	Marine Science
Mass Communications	Mathematics	Medicine	Music
Nursing	Philosophy	Physical Education	Physics
Political Science	Psychology	Public Administration	Public Health
Rehabilitation Counseling	Religious Studies	Social Work	Sociology
Theatre	Women's Studies		

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Search Strategy

- Idea
- "Mini Search"
- Refine Topic
- Background Information
- Identify Books
- Identify Periodicals, Newspapers
- Use Specialized Reference Sources
- U. S. Government Documents
- Statistics
- Evaluate Sources

DATABASE SEARCH WORKSHEET

Before searching in an electronic database it helps to outline your search topic in order to benefit from Boolean logic and other advantages of automated searching.

STEP ONE

State your topic in one or two sentences:

_____

_____

Example: The effects of tobacco advertising on young people's initiation of tobacco usage.

STEP TWO

Analyze your topic into key concepts (ideas):

(Terms such as "effect", "attitude", "relationship between" do not usually work as search concepts.)

	Concept 1	*Concept 2*	*Concept 3*	*Concept 4*
Example:	*tobacco*	*children*	*advertising*	
	_____	_____	_____	_____

STEP THREE

Consider possible synonyms for the concepts, using the database's thesaurus if available:

	Concept 1	Concept 2	Concept 3	Concept 4
Example:	*tobacco* *cigarette? (*)* *smoking*	*children* *youth* *teen?* *adolescent?*	*advertising* *marketing*	
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

STEP FOUR

Combine terms:

(See back of this sheet for additional help)

Example: (smoking or tobacco or cigarette?) and (youth or adolescent? or children or teen?) and (advertising or marketing)

STEP FIVE

Modify your search steps, incorporating new terminology, eliminating irrelevant concepts, etc. based on your initial search results.

** "?" denotes truncation (e.g. cigarette or cigarettes), although a different character may be used in different search systems, such as "*" or "+".*

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Combining Terms:

smoking or tobacco or cigarette?

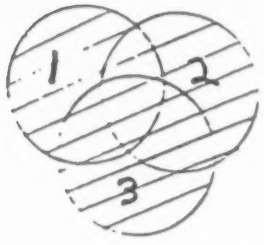
and

youth or adolescent? or children or teen?

and

advertising or marketing

Broaden Concepts



1 or 2 or 3

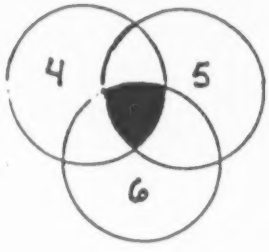
Items retrieved can be from concept 1 or 2 or 3.

Example:

smoking
or
tobacco
or
cigarette?

Retrieves materials with the words smoking or tobacco or cigarette(s).

Combine Concepts



4 and 5 and 6

Items retrieved must contain EACH concept, 4 and 5 and 6.

Example:

cigarette?
and
children
and
advertising

Articles retrieved must include all three concepts: cigarette(s), children, and advertising.

mkh/5-93

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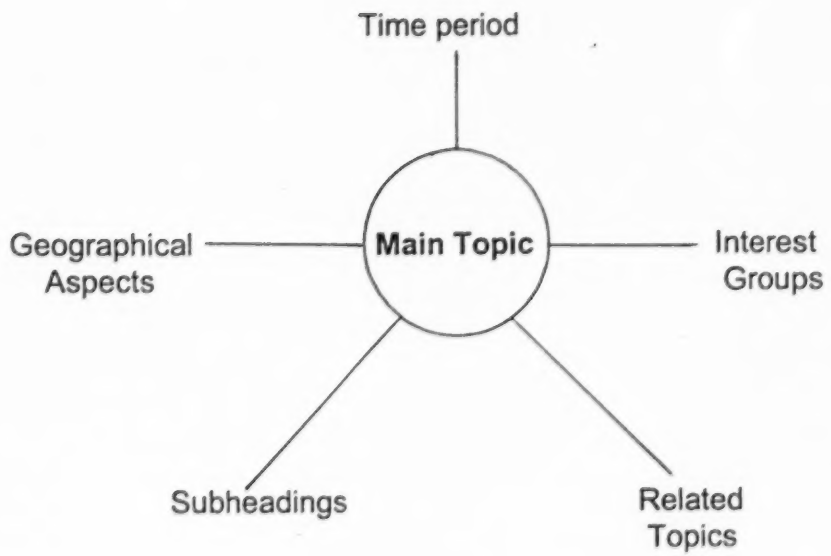
SELECTING A TOPIC

1. Pick a topic of interest to YOU
2. Topic should match time and word limits
3. Base topics on available resources

Topic must have a focus



EVALUATING SOURCES

INFORMAL EVALUATION

- RELEVANCY
- TIMELINESS
- AUTHORITATIVENESS
- OBJECTIVITY

FORMAL EVALUATION

- BOOK REVIEW SOURCES
- BIOGRAPHICAL INFORMATION ON AUTHORS
- SELECTIVE BIBLIOGRAPHIES
- CITATION INDEXES
- REFEREED JOURNALS

GLOSSARY OF TERMS
for LIS 2001 Students

Abstract journals - identifies and gives citations and summaries of articles published in magazines and journals. May be in the form of printed abstracts or in electronic format as an online or CD-ROM database.

Almanac - a collection of miscellaneous facts and statistical information.

Anthology - a collection or writings drawn from several sources or from the writings of several authors, such as essays, speeches, poems, plays, short stories, etc.

Atlas - a book of maps.

Bibliography - a list of books and/or periodical articles gathered for a particular purpose. Usually a bibliography is organized around a specific subject.

Biography - information about or life story of a person.

Book review - an evaluation of a book published in a periodical or newspaper shortly after publication of the book.

Boolean logic - the use of the terms "and', "or", "not" in an online search command.

Call number - It is used to indicate both the subject matter of the book as well as its position on the shelf relative to other books. It is made up of a classification number and book number.

CD-ROM - stands for Compact Disc-Read Only Memory. Look identical to audio compact discs, but stores data rather than music. Linked with a microcomputer and software, data can be retrieved in the same manner as with mainframe computer databases.

Circulating book - a library book that can be checked out of the library.

Circulation Department - a library department that checks out books, places holds on books checked out that are requested by another person, initiates in-process book requests, etc.

Citation to a book - includes the author(s) or editor(s), title of the book, place of publication, name of publisher, and date of publication.

Citation to a periodical article - includes the author(s) of the article, the article title, the periodical title, volume number (if given), the date (in month, year or month, day, year), and inclusive pages.

Classification system - a scheme for the arrangement of library materials according to subject. The Tampa Campus Library uses three--Library of Congress, Dewey Decimal, and Superintendent of Documents.

Controlled Vocabulary - a list of terminology used for subject headings (*q.v.*) to describe a book, periodical article, etc. and compiled to ensure consistency in use of terminology.

Corporate author - a group that originates a publication, such as a governmental bureau, a charitable organization, an occupational association, etc.

Cross reference - directions to look for information under a different subject heading (*q.v.*)

Depository library - a library, such as the Tampa Campus Library, designated by a congressman to receive and make available publications of the various U.S. Government agencies.

Directory - Lists names and addresses of persons, organizations, or institutions.

Electronic Database - Information stored in computers or on CD-ROM discs.

Form subdivision - a division of a subject heading according to a particular form of publication, such as a bibliographies, dictionaries, periodicals, yearbooks, manuals, etc.

Gazetteer - gives geographical information and data about places

Government document - a publication issued by an agency of the Federal government, or a state government

Guidebook - is similar to a gazetteer but includes local information not usually found in

guidebooks.

Handbook - gives a mass of facts built around a single subject.

Indexes to periodical articles - identifies and gives a citation to articles published in magazines and journals. May be in the form of printed indexes or in electronic format as an online or CD-ROM database.

Interlibrary Loan (ILL) - a process used by libraries to obtain books or periodical articles from other libraries when those items are not part of the collection. The process is initiated by a library user

Journal - a periodical with a subject specialty and scholarly in nature. Usually published by a society or institution.

Keywords - significant words in a topic that are used to search electronic databases.

LMC - short title for Library Media Center, the library department with audio-visual materials.

Literary criticism - a study concerned with defining, analyzing, interpreting or evaluating a work of fiction.

Magazine - a periodical designed to appeal to popular reading tastes. They are characterized by relatively short articles written in non-technical language.

Manual - a publication that tells you how to do something

Microcard - a type of microform on opaque cards.

Microfiche - a type of microform on 4 by 6 inch film.

Microfilm - a type of microform on reels of 35mm film.

Microform - a photographic reproduction in a reduced size. May be in the form of microfilm, microfiche or microcard

Monograph - a separate publication on a single subject. A book, not a serial publication

Online Catalog - an automated system that has replaced card catalogs and used to determine what books, periodicals, and other materials are owned by a library. The online catalog for the Tampa Campus Library is called LUIS, and the world wide web version is called WebLUIS.

Periodical - a publication that comes out more frequently than once a year. (Includes magazines and journals)

Plagiarism - is defined as literary theft. Also to copy the work of another person and pass the work off as one's own. Is considered to be academic dishonesty at USF. See the Undergraduate catalog for more details.

Quotation books - provide the correct wording, author, and source of quotation.

Remote Access - access to an online catalog or other computer database through a microcomputer, modem, and telephone lines at an offsite location.

Serial - A publication that comes out at intervals, such as weekly, monthly, yearly, etc.

Stacks - book shelves in a library. Usually refers to the circulating collection of books.

Subject Heading - The word or group of words under which books and other material on a subject are entered in a catalog. Subject headings are used to achieve uniformity.

Yearbook - presents the events of the past year in concise form.

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VIRTUAL LIBRARY DATABASES

Selecting a database throught the Virtual Library

There is a subject breakdown of databases by subject. Think of your final project topic as part of an academic discipline. For example, HIV/AIDS information can be found in medicine, in psychology, and/or in sociology, depending on the focus of the topic. Theories of personality can be found in Psychology, etc.

Once you have selected an academic discipline by subject in the Virtual Library, there will be several to many different databases listed. Please be aware that even thought they all will supply citations to information in that academic discipline, **they are not all equal in value.** It is important to choose carefully the one or two that will be most helpful to you.

Not all databases are created equal

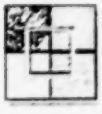
Databases, such as *Academic Index, ArticleFirst, ContentsFirst*, will include some citations, they are not necessarily the best choice. Select databases by clicking on the blue "I" ball. ❶ This is a symbol for where to get information about the database. The database descriptions will help you select the most relevant ones. Once you have selected a database to use, the Virtual Library provides a hot link that will take you to that database with just a mouse click on the title of the database.

Look before you leap; learn before you search

Before searching in a database, it is important to learn about the search techniques for THAT database. You need to know whether and which boolean operators are used, what are the proximity searching operators, how to truncate, etc. Florida International University has a handy page of truncation and operators for some of the databases available through WebLUIS. The Instruction and Online Tutorials page of the Virtual Library provides hot links to help pages for most of the databases available.

Some examples of really good databases (not a complete list)

Anthropology	*Anthropological Literature*
Business	*ABI Inform, Business Index, Academic Universe*
Biology	*Basic Biosis* and *Web of Science, Elsevier*
Criminal Justice	*Criminal Justice Abstracts, Academic Universe*
Education	*ERIC, Education Abstracts, Wilson Select*
History	*American: History and Life, Historical Abstracts,* and *Web of Science*
Mass Comm	*ABI Inform, Business Index*
Medicine	*CINAHL, Medline, Web of Science, Elsevier*
Psychology	*PsycInfo*
Sociology	*Sociofile, Sociological Abstracts, Web of Science*



The USF Virutal Library

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